

Legal Assistant

APRC 1995-1996

Section 1 of 5

COLLEGE OF BUSINESS STUDENT EVALUATION SURVEY

This survey is made at the request of your instructor. The survey is not to be signed. The survey is intended to enable the instructor to evaluate the methods and materials used in the course. This objective can only be reached if you answer all questions carefully, sincerely, honestly and fairly.

On the heading of the machine-scored answer sheet, please enter the instructor's name, the title of the course and section of the course. (Please enter the same information on this sheet.)

Instructor's Name: \_\_\_\_\_

Course Title: \_\_\_\_\_ Section \_\_\_\_\_

On the machine-scored answer sheet, please respond to these statements using the following:

- 1-Strongly Agree
- 2-Agree
- 3-Neutral
- 4-Disagree
- 5-Strongly Disagree

1. The course requirements were clearly communicated to me by the instructor.
2. The method of determining my grade was clearly explained.
3. The instructor made good use of class time.
4. The class presentation was interesting and valuable.
5. The instructor's style of presentation was effective.
6. The instructor simulated interest in the subject matter.
7. The instructor appears to be well-informed about the subject matter.
8. The instructor seemed prepared for class and presented well organized lectures.
9. The instructor was accessible to the students.
10. I would take another course with this instructor.
11. I would recommend this instructor to other students.
12. I would recommend this course to other students.

13. Overall, I am satisfied with this course.
14. Overall, I am satisfied with this instructor's handling of this course.
15. This course was a valuable learning experience.
16. Compared with other College of Business professors, this professor was:
  - 1) One of the Best
  - 2) Above Average
  - 3) Average
  - 4) Below Average
  - 5) One of the Worst
17. My current GPA is approximately \_\_\_\_\_:
  - a) 3.5 - 4.0
  - b) 3.0 - 3.5
  - c) 2.5 - 3.0
  - d) 2.0 - 2.5
  - e) less than 2.0
18. Which of the following comes closest to the grade you think you will receive in this course.
  - a) A
  - b) B
  - c) C
  - d) D
  - e) F
19. Which aspects of the course did you like best?
20. Which aspects of the course did you like least?
21. How can the instructor improve the teaching of this course?

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 \* QUESTIONNAIRE REPORT \* N-COUNT = 18  
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\* KANE..1-10-95..LLAW 160-SECTION 001..M-W-F 9:00-9:45 AM..FALL 1994 \*

ITEM	RESPONSES	MEAN	S.D.	CHOICES	FREQUENCY	TOTAL %	VALID %
1	16	1.6	0.79	OMIT	2	11.1	
				1	10	55.6	62.5
				2	3	16.7	18.8
				3	3	16.7	18.8
				4	0	0.0	0.0
				5	0	0.0	0.0
2	16	2.1	0.78	OMIT	2	11.1	
				1	3	16.7	18.8
				2	9	50.0	56.3
				3	3	16.7	18.8
				4	1	5.6	6.3
				5	0	0.0	0.0
3	16	1.3	0.43	OMIT	2	11.1	
				1	12	66.7	75.0
				2	4	22.2	25.0
				3	0	0.0	0.0
				4	0	0.0	0.0
				5	0	0.0	0.0
4	16	1.4	0.50	OMIT	2	11.1	
				1	9	50.0	56.3
				2	7	38.9	43.8
				3	0	0.0	0.0
				4	0	0.0	0.0
				5	0	0.0	0.0
5	16	1.3	0.43	OMIT	2	11.1	
				1	12	66.7	75.0
				2	4	22.2	25.0
				3	0	0.0	0.0
				4	0	0.0	0.0
				5	0	0.0	0.0
6	16	1.1	0.33	OMIT	2	11.1	
				1	14	77.8	87.5
				2	2	11.1	12.5
				3	0	0.0	0.0
				4	0	0.0	0.0
				5	0	0.0	0.0
7	16	1.1	0.33	OMIT	2	11.1	
				1	14	77.8	87.5
				2	2	11.1	12.5
				3	0	0.0	0.0
				4	0	0.0	0.0
				5	0	0.0	0.0

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 \* QUESTIONNAIRE REPORT \* N-COUNT = 18  
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ITEM	RESPONSES	MEAN	S.D.	CHOICES	FREQUENCY	TOTAL %	VALID %
8	16	1.4	0.48	OMIT	2	11.1	
				1	10	55.6	62.5
				2	6	33.3	37.5
				3	0	0.0	0.0
				4	0	0.0	0.0
				5	0	0.0	0.0
9	16	1.3	0.58	OMIT	2	11.1	
				1	12	66.7	75.0
				2	3	16.7	18.8
				3	1	5.6	6.3
				4	0	0.0	0.0
				5	0	0.0	0.0
10	16	1.3	0.58	OMIT	2	11.1	
				1	12	66.7	75.0
				2	3	16.7	18.8
				3	1	5.6	6.3
				4	0	0.0	0.0
				5	0	0.0	0.0
11	16	1.3	0.58	OMIT	2	11.1	
				1	12	66.7	75.0
				2	3	16.7	18.8
				3	1	5.6	6.3
				4	0	0.0	0.0
				5	0	0.0	0.0
12	16	1.4	0.48	OMIT	2	11.1	
				1	10	55.6	62.5
				2	6	33.3	37.5
				3	0	0.0	0.0
				4	0	0.0	0.0
				5	0	0.0	0.0
13	16	1.5	0.71	OMIT	2	11.1	
				1	10	55.6	62.5
				2	4	22.2	25.0
				3	2	11.1	12.5
				4	0	0.0	0.0
				5	0	0.0	0.0
14	16	1.6	0.78	OMIT	2	11.1	
				1	8	44.4	50.0
				2	7	38.9	43.8
				3	0	0.0	0.0
				4	1	5.6	6.3
				5	0	0.0	0.0

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\* QUESTIONNAIRE REPORT \* N-COUNT = 18  
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ITEM	RESPONSES	MEAN	S.D.	CHOICES	FREQUENCY	TOTAL %	VALID %
15	16	1.4	0.50	OMIT	2	11.1	
				1	9	50.0	56.3
				2	7	38.9	43.8
				3	0	0.0	0.0
				4	0	0.0	0.0
				5	0	0.0	0.0
16	14	1.6	0.62	OMIT	4	22.2	
				1	7	38.9	50.0
				2	6	33.3	42.9
				3	1	5.6	7.1
				4	0	0.0	0.0
				5	0	0.0	0.0
17	14	2.5	0.98	OMIT	4	22.2	
				1	3	16.7	21.4
				2	3	16.7	21.4
				3	6	33.3	42.9
				4	2	11.1	14.3
				5	0	0.0	0.0
18	13	2.2	0.70	OMIT	5	27.8	
				1	2	11.1	15.4
				2	6	33.3	46.2
				3	5	27.8	38.5
				4	0	0.0	0.0
				5	0	0.0	0.0

COLLEGE OF BUSINESS STUDENT EVALUATION SURVEY

John Kane  
LLAW 160 Section 001  
Fall 1994

19. Which aspects of the course did you like best?

I thought the course was really interesting, other than when we were studying negotiable instruments and contracts. I often found myself researching subjects a little more outside of class.

Flexibility in learning style--book, handouts, excerpts.

I found that the material covered will help me in day to day life. It was therefore more interesting to me.

Great lectures and challenging of mind. Mr. Kane shows a sincere interest in wanting us to know subject matter and being caring, usually very fair. Good textbook--liked it well.

Relating information learned with every day common events.

Gave me an overall view of the legal system; what is the law and why.

Contracts, constitution.

Actually learning the material; I found it very interesting.

I feel that Mr. Kane did a good job with the teaching of his course. He explained the material well and clearly.

Handouts and homework assignments, constitution handout especially.

Torts.

Torts and civil criminal things.

There was no one aspect that I liked best. I enjoyed learning about everything that was covered in this course.

Learning about the different laws and watching the films.

Teaching methods; went over things until you know it.

John Kane  
LLAW 160 Section 001  
Fall 1994

20. Which aspects of the course did you like least?

The exam schedule was not outlined, announcement of exams were kind of last minute.

There were none.

When we watched the movies in class.

Chapters 1 and 3, the court system.

Negotiable instruments.

Not enough grades or assignments; tests were a major source for our grade.

There was not enough review.

Negotiable instruments.

Negotiable instruments.

Negotiable instrument area--felt it could have been covered in more detail. Giving a test two class periods before final.

At times I was unsure what would be covered on the test whether that was my fault or the instructors I'm not sure of.

Discussing actual applications.

I really disliked contracts and negotiable instruments. I had a real hard time understanding it!

21. How can the instructor improve the teaching of this course?

I know Mr. Kane can't, but eliminate negotiable instruments and contracts.

Pop quizzes used to teach from to prepare for real exam. Discuss these quiz items in class immediately and incorporate into lecture/subject area.

Bring breakfast for everyone.

When showing films Supreme Ct., Church, etc., space them out more--show one then discuss. They all ran together. Be a little more clear on expectations from class to class as far as reading expected.



John Kane  
LLAW 160 Section 001  
Fall 1994

Use current examples.

Get students more involved in lectures.

Better test questions.

Yes--by clearly presenting a syllabus and the learning requirements, which he did not.

Take the class to the court house to watch cases and see how things are performed in the courts.

By giving more "at home" assignments and following an outline during lectures.

I think he's doing a fine job.

He's doing a great job.

I thought he did a good job just the way he taught it.

Everything is fine.

Have a schedule of when you are going to cover what material and when exams will be.

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 \* QUESTIONNAIRE REPORT \* N-COUNT = 28  
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\* KANE..1-10-95..B LAW 321-SECTION 006..M-W-F 11:00-11:50..FALL 1994 \*

ITEM	RESPONSES	MEAN	S.D.	CHOICES	FREQUENCY	TOTAL %	VALID %
1	28	1.6	0.77	OMIT	0	0.0	
				1	15	53.6	53.6
				2	10	35.7	35.7
				3	2	7.1	7.1
				4	1	3.6	3.6
				5	0	0.0	0.0
2	27	1.7	0.71	OMIT	1	3.6	
				1	12	42.9	44.4
				2	11	39.3	40.7
				3	4	14.3	14.8
				4	0	0.0	0.0
				5	0	0.0	0.0
3	28	1.6	0.86	OMIT	0	0.0	
				1	15	53.6	53.6
				2	11	39.3	39.3
				3	1	3.6	3.6
				4	0	0.0	0.0
				5	1	3.6	3.6
4	28	1.9	0.82	OMIT	0	0.0	
				1	9	32.1	32.1
				2	15	53.6	53.6
				3	2	7.1	7.1
				4	2	7.1	7.1
				5	0	0.0	0.0
5	28	2.0	0.94	OMIT	0	0.0	
				1	8	28.6	28.6
				2	14	50.0	50.0
				3	4	14.3	14.3
				4	1	3.6	3.6
				5	1	3.6	3.6
6	28	1.8	0.91	OMIT	0	0.0	
				1	13	46.4	46.4
				2	11	39.3	39.3
				3	3	10.7	10.7
				4	0	0.0	0.0
				5	1	3.6	3.6
7	28	1.3	0.80	OMIT	0	0.0	
				1	23	82.1	82.1
				2	4	14.3	14.3
				3	0	0.0	0.0
				4	0	0.0	0.0
				5	1	3.6	3.6

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 \* QUESTIONNAIRE REPORT \* N-COUNT = 28  
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ITEM	RESPONSES	MEAN	S.D.	CHOICES	FREQUENCY	TOTAL %	VALID %
8	28	1.6	0.86	OMIT	0	0.0	
				1	16	57.1	57.1
				2	10	35.7	35.7
				3	1	3.6	3.6
				4	0	0.0	0.0
				5	1	3.6	3.6
9	28	1.9	0.88	OMIT	0	0.0	
				1	11	39.3	39.3
				2	9	32.1	32.1
				3	7	25.0	25.0
				4	1	3.6	3.6
				5	0	0.0	0.0
10	28	1.9	1.03	OMIT	0	0.0	
				1	13	46.4	46.4
				2	9	32.1	32.1
				3	4	14.3	14.3
				4	1	3.6	3.6
				5	1	3.6	3.6
11	28	1.9	1.03	OMIT	0	0.0	
				1	12	42.9	42.9
				2	9	32.1	32.1
				3	5	17.9	17.9
				4	1	3.6	3.6
				5	1	3.6	3.6
12	28	2.1	0.98	OMIT	0	0.0	
				1	8	28.6	28.6
				2	12	42.9	42.9
				3	6	21.4	21.4
				4	1	3.6	3.6
				5	1	3.6	3.6
13	28	2.1	0.96	OMIT	0	0.0	
				1	8	28.6	28.6
				2	13	46.4	46.4
				3	5	17.9	17.9
				4	1	3.6	3.6
				5	1	3.6	3.6
14	28	1.8	0.89	OMIT	0	0.0	
				1	11	39.3	39.3
				2	13	46.4	46.4
				3	3	10.7	10.7
				4	0	0.0	0.0
				5	1	3.6	3.6

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 \* QUESTIONNAIRE REPORT \* N-COUNT = 28  
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ITEM	RESPONSES	MEAN	S.D.	CHOICES	FREQUENCY	TOTAL %	VALID %
15	28	1.8	0.72	OMIT	0	0.0	
				1	10	35.7	35.7
				2	15	53.6	53.6
				3	2	7.1	7.1
				4	1	3.6	3.6
				5	0	0.0	0.0
16	28	1.8	0.76	OMIT	0	0.0	
				1	11	39.3	39.3
				2	11	39.3	39.3
				3	6	21.4	21.4
				4	0	0.0	0.0
				5	0	0.0	0.0
17	28	2.3	0.95	OMIT	0	0.0	
				1	8	28.6	28.6
				2	7	25.0	25.0
				3	11	39.3	39.3
				4	2	7.1	7.1
				5	0	0.0	0.0
18	28	2.4	0.90	OMIT	0	0.0	
				1	5	17.9	17.9
				2	10	35.7	35.7
				3	10	35.7	35.7
				4	3	10.7	10.7
				5	0	0.0	0.0

COLLEGE OF BUSINESS STUDENT EVALUATION SURVEY

John Kane  
BLAW 321 Section 006  
Fall 1994

19. Which aspects of the course did you like best?

Problem discussions.

Believe it or not the subject matter.

Lectures were interesting.

His lectures were excellent. Very important info for peoples personal lives and professional lives.

I enjoyed the entire course.

Going over the problems at the end of chapters, gave real-life scenarios.

Quiz and test format similar.

Professor helped a lot. Examples are very important in this class, and prof made many.

Interesting cases and situations discussed in class.

It was interesting to learn about the laws that affect me everyday. The quizzes help me know where I stand.

Contracts.

Lectures were more informative than book.

Pleasant instructor, good sense of humor.

Lectures and quizzes to prepare us for tests.

Lectures were informative.

Readings of case briefs.

Mr. Kane was the best aspect of this class. He made it interesting to listen and that's something a lot of teachers don't do.

I learned a lot of things that I thought I knew but didn't.

Using combination of quizzes and tests.

Class was interesting.

John Kane  
BLAW 321 Section 006  
Fall 1994

The teacher was able to simplify and make understandable the material presented.

I liked that the course deals only with B-Law and really nothing else. It helps you keep focus on only business aspects.

The cases are hard to work out. It helped me learn the material better.

20. Which aspects of the course did you like least?

Nothing

The fact that it is tough to comprehend. Maybe more homework would help. Busy work.

Too many quizzes, briefs, highlight the most important ones and assign.

Complication of the questions on the quiz and test.

Having tests over more than 1 chapter at a time.

Content of material.

Briefs and tests over too many chapters.

Too much stuff in the lectures to learn.

Lots of material to remember.

Sales.

Everything has an exception, that made the subject matter a little more difficult.

Collection of briefs.

The fact that the exams covered so many chapters.

The briefs became a pain after awhile. Almost impossible to study for a quiz and also do a brief.

It was a very difficult course but teacher was excellent. It gives me new way of looking at things.

Too much reading/briefs. Did not allow enough time for study in other courses.

John Kane  
BLAW 321 Section 006  
Fall 1994

Having to carry the book.

First test.

21. How can the instructor improve the teaching of this course?

Don't know.

Spend more time on fewer chapters.

I liked the use of lots of quizzes. Can't think of any suggestion. Prof was professional and fair and helped me as my student advisor.

Try harder to understand students questions. Proficiency in legal jargon is hard to master in 1 course when asked questions.

The instructor did a very nice job teaching this course.

I think he would help his students in understanding the material by having them take more exams on fewer chapters per exam.

Offer for the whole semester the weekly 10 point quizzes like we did at end of semester instead of having only two a unit. Maybe better explain how much weight the briefs have.

As many examples as possible. Keep going over material until it sinks in.

Change some laws!

Have more class participation-he had spoken of more ideas but didn't follow through-more problem solving in class.

Quizzes over every chapter individually.

Provide answers to the discussion questions at the end of each chapter. This could clearly point out the intricacies of the concepts- help to understand the concepts and theories.

Use more case analysis, briefs or examples. It is confusing unless you can relate certain things to actual cases.

Have a quiz after every chapter. More cases.

If briefs are assigned, collect them. If they are not assigned, don't.

John Kane  
BLAW 321 Section 006  
Fall 1994

Provide extra credit.

More small quizzes ie. one quiz per chapter instead of larger quizzes.

Keep giving quizzes after every chapter.

Ease up on the technicalities and vague questions on the test and quizzes.

4 tests--1 final--10 quizzes--10 homework briefs--maybe semester project--more real examples (video cases)

Have quizzes after each chapter. Inform students as to which cases are to be handed in.

Mr. Kane is doing an excellent job. I have had teachers that seem to dislike their courses, but Mr. Kane enjoys teaching business law.



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 \* QUESTIONNAIRE REPORT \* N-COUNT = 30  
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ITEM	RESPONSES	MEAN	S.D.	CHOICES	FREQUENCY	TOTAL %	VALID %
15	30	1.8	0.70	OMIT	0	0.0	
				1	11	36.7	36.7
				2	14	46.7	46.7
				3	5	16.7	16.7
				4	0	0.0	0.0
				5	0	0.0	0.0
16	30	1.9	0.76	OMIT	0	0.0	
				1	10	33.3	33.3
				2	15	50.0	50.0
				3	4	13.3	13.3
				4	1	3.3	3.3
				5	0	0.0	0.0
17	29	2.3	0.84	OMIT	1	3.3	
				1	4	13.3	13.8
				2	14	46.7	48.3
				3	8	26.7	27.6
				4	3	10.0	10.3
				5	0	0.0	0.0
18	28	2.4	0.78	OMIT	2	6.7	
				1	2	6.7	7.1
				2	15	50.0	53.6
				3	8	26.7	28.6
				4	3	10.0	10.7
				5	0	0.0	0.0

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 \* QUESTIONNAIRE REPORT \* N-COUNT = 30  
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\* KANE..1-10-95..B LAW-SECTION 003..M-W-F 1:00-1:50 PM..FALL 1994 \*

ITEM	RESPONSES	MEAN	S.D.	CHOICES	FREQUENCY	TOTAL %	VALID %
1	30	1.4	0.49	OMIT	0	0.0	
				1	18	60.0	60.0
				2	12	40.0	40.0
				3	0	0.0	0.0
				4	0	0.0	0.0
				5	0	0.0	0.0
2	30	1.7	0.68	OMIT	0	0.0	
				1	12	40.0	40.0
				2	14	46.7	46.7
				3	4	13.3	13.3
				4	0	0.0	0.0
				5	0	0.0	0.0
3	30	1.4	0.48	OMIT	0	0.0	
				1	19	63.3	63.3
				2	11	36.7	36.7
				3	0	0.0	0.0
				4	0	0.0	0.0
				5	0	0.0	0.0
4	30	1.6	0.62	OMIT	0	0.0	
				1	15	50.0	50.0
				2	13	43.3	43.3
				3	2	6.7	6.7
				4	0	0.0	0.0
				5	0	0.0	0.0
5	30	1.7	0.75	OMIT	0	0.0	
				1	14	46.7	46.7
				2	13	43.3	43.3
				3	2	6.7	6.7
				4	1	3.3	3.3
				5	0	0.0	0.0
6	30	1.5	0.56	OMIT	0	0.0	
				1	16	53.3	53.3
				2	13	43.3	43.3
				3	1	3.3	3.3
				4	0	0.0	0.0
				5	0	0.0	0.0
7	30	1.1	0.34	OMIT	0	0.0	
				1	26	86.7	86.7
				2	4	13.3	13.3
				3	0	0.0	0.0
				4	0	0.0	0.0
				5	0	0.0	0.0

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 \* QUESTIONNAIRE REPORT \* N-COUNT = 30  
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ITEM	RESPONSES	MEAN	S.D.	CHOICES	FREQUENCY	TOTAL %	VALID %
8	30	1.5	0.62	OMIT	0	0.0	
				1	16	53.3	53.3
				2	12	40.0	40.0
				3	2	6.7	6.7
				4	0	0.0	0.0
				5	0	0.0	0.0
9	30	1.8	0.65	OMIT	0	0.0	
				1	10	33.3	33.3
				2	16	53.3	53.3
				3	4	13.3	13.3
				4	0	0.0	0.0
				5	0	0.0	0.0
10	30	1.8	0.83	OMIT	0	0.0	
				1	12	40.0	40.0
				2	14	46.7	46.7
				3	2	6.7	6.7
				4	2	6.7	6.7
				5	0	0.0	0.0
11	30	1.9	0.96	OMIT	0	0.0	
				1	13	43.3	43.3
				2	11	36.7	36.7
				3	3	10.0	10.0
				4	3	10.0	10.0
				5	0	0.0	0.0
12	30	2.3	1.01	OMIT	0	0.0	
				1	6	20.0	20.0
				2	13	43.3	43.3
				3	7	23.3	23.3
				4	3	10.0	10.0
				5	1	3.3	3.3
13	30	2.0	0.75	OMIT	0	0.0	
				1	7	23.3	23.3
				2	16	53.3	53.3
				3	6	20.0	20.0
				4	1	3.3	3.3
				5	0	0.0	0.0
14	30	1.9	0.70	OMIT	0	0.0	
				1	8	26.7	26.7
				2	18	60.0	60.0
				3	3	10.0	10.0
				4	1	3.3	3.3
				5	0	0.0	0.0

COLLEGE OF BUSINESS STUDENT EVALUATION SURVEY

John Kane  
BLAW 321 Section 003  
Fall 1994

19. Which aspects of the course did you like best?

The cases were interesting & related the material.

The interesting lectures; the instructor knew how to teach the material so I could learn; having no attendance policy.

Learning about law things you can do and cannot do.

The whole course was pretty interesting.

The subject matter at hand.

Made boring material interesting. Able to translate a difficult, confusing textbook into interesting material that we can understand in regular terms.

The instructor interest in the course.

Class discussions; lectures were interesting and fun. I looked forward to class lectures.

I liked class, because Mr. Kane is a humorous professor and that made class fun and interesting.

I enjoyed doing the briefs. I did learn a fair amount of basic law in contracts and sales.

Lecture and cases covered in class, not the briefs.

The lectures were mildly amusing at times.

Lectures and quizzes.

When he gave quizzes over each chapter following their completion.

The information in the course was interesting, because it referred to everyday situations.

Very interesting; learned a lot of valuable information; will use info when I am in the work force.

How he made it interesting with his examples.

Content, a little levity, outside cases and his personal experiences.

John Kane  
BLAW 321 Section 003  
Fall 1994

Frequent quizzes make me learn the material, so I do better on the tests. He's easy going and has a sense of humor.

Mr. Kane's enthusiasm and knowledge about law and the way he presented himself to the class.

The opportunity to improve my grade by briefs (homework) that were collected by Mr. Kane.

His lectures are great, really relates the subject matter to the students well, relates it to the real world, and keeps it fun.

Very practical, able to apply knowledge in everyday course of business.

Mr. Kane related the concepts that happen every day in life and made the course fairly fun.

He made the class fun and interesting. I really learned a lot but I had to study by butt off big time for my grade!

The explanation of material read and the way he answered everyone's questions.

Professor's presentation of material was most valuable in understanding application of business law.

The interesting examples and descriptions relating to the topic of discussion.

20. Which aspects of the course did you like least?

The exams.

Legal language in text is at times difficult to follow.

The reading at such a fast pace.

He grades hard and asks killer questions.

Mr. Kane rushed the work a little. He needs to explain a few more of the concepts in each chapter.

All material not tied together ie: take all course information and apply to a case (actual examples).

Not really any, some chapters are hard, but he tells us when they are.

John Kane  
BLAW 321 Section 003  
Fall 1994

An awful lot of material is included in this course.

Case problems on the test.

Having so many true/false questions on the tests and quizzes.

Too many quizzes; although most every other student preferred the quizzes.

Tests, too hard-way too much information for a basic law class.

Material is very difficult.

The tests and quizzes were sometimes very tricky.

Third Party Beneficiaries.

Lack of review for tests.

The exams.

I felt the test and quizzes were too hard and tricky.

Quizzes were sometimes tricky because of what many students considered trick questions.

I think the book is incredibly boring-but then the whole subject matter is rather dull.

Tests were very difficult because there were too many exceptions.

Having to turn in so many briefs; because I had time to read, but not always type them, so I just felt some pressure from that.

There isn't any.

Tricky quizzes and tests. Some of the quiz/test questions were confusing, but the entire subject matter is relatively confusing.

There is a lot of information and it is easy to get lost and shuffle between what's critical to know and what can be overlooked.

Chapter 12.

John Kane  
BLAW 321 Section 003  
Fall 1994

Quizzes and tests seemed very confusing. The first couple of quizzes covered too much information. At the end, the quizzes were over only one chapter and that made it easier and I was able to do better.

The test grading (having questions 3 points a piece).

I felt rushed with quizzes.

The test questions were too technical and wordy sometimes. Long lectures on some technical material.

21. How can the instructor improve the teaching of this course?

Maybe add something to the class to make it more interesting. Every day was a lecture. Add some role play cases in the classroom or something to relate the material in the actual classroom.

Have more tests over less material.

The instructor obviously knows the subject matter, he is good at this subject. I feel if there was a tutor or some kind of general outline to follow for taking tests I could have done better. This class is probably one of the hardest classes I have taken during my college career.

Instead of always assigning cases maybe assign some problems in the back to collect. Keep having ten point quizzes over Chapter 1 at a time and review it after the quiz is handed in. All in all he did a good job.

I think he is a superior instructor. Maybe one of the best I've taken in college. I would like to see Mr. Kane maybe get a type of study guide together for students. I also would like to see him do more of the case problems and force those students who do not participate in class to do so, get them more involved.

Continue giving a quiz for only one, maybe two chapters at a time. Go over the problems in class. That seems to be a very helpful method.

Continue to give a quiz over each chapter, starting from the beginning of class to the end of the semester.

Doing great as is.

John Kane  
BLAW 321 Section 003  
Fall 1994

He did a excellent job trying to keep this somewhat interesting.

Make it more clear when the briefs will be collected and maybe more clear on what constitutes an acceptable brief from a sub-standard or 3 point brief. The briefing procedure is the only shaky part about this course. Many people didn't know when the briefs were due or when they were collected.

Write a fair quiz and test.

Be more specific in questions on the exams. He would get wordy and too loud to know exactly what he's asking for.

Review heavily for his tests.

Maybe making the test straight forward questions, instead of trick ones.

Make exams shorter and explain questions more thoroughly rather than trick questions. Especially on quizzes.

Sometimes he should go just a little slower through a series of events that relate to each other.

He teaches fine. I don't really know what could be improved about his instructing.

Go over the problems at the end of the chapter for every chapter.

Some of the test questions were very difficult. Even "tricky." Case problems can be difficult.

Don't really see any weakness to pick on. He's a really great teacher.

Cases too specific to topic covered. Would be nice to also see cases involving many of the course topics as a whole.

Try not to rush through the chapters so fast and to give us case problems similar to the cases we had to do.

Become a little softer, ask easier questions. Don't tell us about exceptions if we won't need to know them. Your extra info that you gave us is cool, but its confusing sometimes.

He can't



John Kane  
BLAW 321 Section 003  
Fall 1994

Do more application and case problems that demonstrate the law in use. Frequent quizzes helped keep ideas of different chapters from running together.

The teacher is great; however this course is rather hard and the exams should be reevaluated.

# PROGRAM REVIEW PANEL REPORT FOR THE LEGAL ASSISTANT PROGRAM

FEBRUARY 5, 1996

## Legal Assistant Program Review Panel:

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# **Legal Assistant Program Review**

## **Section One - Overview of the Program**

The Ferris State University Legal Assistant Program is an Associate degree program located in the Management Department of the College of Business. The program, established in 1972, was the first Legal Assistant Program in Michigan. Six hundred and twenty students have graduated from the program since its inception. While the primary purpose of the program is to educate students to become legal assistants or paralegals, many students use it to obtain a more in depth understanding of law and the United States legal system as a background for a business degree. Others use it as a course of study to prepare for law school. The program has been approved by the American Bar Association since 1977 and is evaluated by that body every five years. The curriculum meets or exceeds all ABA requirements. These include criteria for number of credit hours, number of legal specialty courses, and general education requirements. In June 1995, the self-evaluation report prepared for the ABA by the university describes the program as follows.

The mission of the Legal Assistant Program at Ferris State University is to equip students with both the technical and human skills necessary to function as legal assistants or in similar law related occupations. This mission is accomplished by providing students a strong general education background, a core of specialized law courses, and options which enable students to specialize and to integrate into four year Baccalaureate degree programs in the College of Business.

More specifically, the mission statement for the legal assistant program identifies the following goals for the program.

1. To increase student knowledge in relevant substantive and procedural areas of the law.
2. To demonstrate competence in legal research.
3. To increase problem solving and communication skills.

4. To demonstrate competent writing skills in the creation of pleadings and legal documents.
5. To increase student participation in appropriate professional organizations and other extracurricular activities that contribute to their professional and personal growth.
6. To increase knowledge and skills for adapting to a dynamic society by continuing to require appropriate liberal arts courses.
7. To increase the student's utilization of data base retrieval systems in legal research.
8. To increase the student's knowledge of micro-computer systems and the appropriate software.
9. To increase the student's understanding of ethical dilemmas in all areas of the legal profession.

The goals are accomplished by offering a curriculum that emphasizes the following:

1. Legal research and writing,
2. A broad survey of all major substantive and procedural areas of the law.
3. Computer skills.
4. Document and pleading preparation.
5. A strong liberal arts background.

Specialization is possible by taking courses in insurance, real estate, taxation, and accounting. Additionally, students may obtain a BS degree in over 14 different programs at FSU while receiving full credit for all Legal Assistant classes.

In the first year the students take Law in the United States I and II and Criminal Law and Procedure. These courses introduce the students to the United States legal system, the role of the legal assistant, and survey the major areas of substantive law. In Law in the United States II the students devote about one half of their class time to legal research and

writing. The class meets in small groups (5-8 students) with the instructor in the library and does weekly research and writing assignments. At the conclusion of the first year, students will have an understanding of the legal system in the United States, an understanding of the major substantive areas of law and terminology, understand the role of a legal assistant and attorney, and the student will be able to engage in basic legal research and writing.

Second year courses are designed to both increase the knowledge of the law and legal system and to give students the skills to accomplish specific tasks performed by legal assistants such as interviewing, researching, and drafting documents and pleadings. While an internship in a law office is not required, it is encouraged and the vast majority of second year students do participate in internships.

In the second year all students are required to take Civil Litigation. This course includes learning both pre-litigation tasks such as interviewing, investigating, timekeeping, data controlling techniques and preparing pleadings for a civil case, including discovery materials and a brief. Besides using a standard civil litigation text, the students use the *Michigan Court Rules*, *Michigan Rules of Evidence*, and the *Code of Professional Responsibility*. One class each week is held in the law library where the instructor meets with students in small groups (5-8 students).

Second year students are also required to take Real Estate Law and Drafting Legal Instruments. The former involves the study of law that governs real property transfers, including surveys, legal descriptions, real estate contracts, deeds, financing, title examination, leases, and probate. The latter course concentrates on drafting the legal documents and pleadings related to real estate transactions, estate planning, probate, and business organizations.

During their final semester students must take either Advanced Legal Research and Writing or Practice Studies. Many students take both courses.

Students are required to take a micro-computer class in their first year, and they have access to a computer laboratory to prepare all papers during the remainder of their program. Additionally, students may take other computer classes as electives. Since the Spring of 1988, Legal Assistant students have had access to computerized legal research through WESTLAW, an interactive on-line collection of legal databases.

In addition to numerous research and writing assignments in the law classes, students are required to take two English classes as well as a speech course.

The University has strong general education requirements designed to give the student a well-rounded education and to better prepare them to continue with the life-long process of learning which is essential to a professional career.

While the proportion varies from year to year, a majority of the graduates of the Legal Assistant Program obtain bachelor's degrees, usually at Ferris. College of Business records for the years 1990 through 1994, indicate just under 70% of the graduates remained in bachelor degree programs at Ferris. The graduates who continue their education at FSU enjoy an excellent reputation as students among the faculty.

The College of Business Placement Profile for Graduates which indicates the number of Legal Assistant graduates continuing their education is in Appendix N.

The Legal Assistant Program has been in a state of change during the past three years. Semester conversion and the new general education requirements meant that the curriculum had to be totally revamped. Since many of the graduates continue in four-year programs an eye had to be kept to the requirements of the bachelor degree programs, especially in the College of Business. The result has been a two-year program that allows 12 hours of free electives so students may take the extra general education courses needed for their bachelor's degree. Recently, three-year programs were developed for student wishing to complete the Legal Assistant/Business Administration and Legal Assistant/Management degree programs by attending classes year round.

The program has faced a number of challenges in recent years. First, it was scheduled for elimination in the fiscal restructuring plan of 1993. While this decision was eventually reversed, the publicity, letters to admitted students informing them the program was terminated, and lack of course offerings in the schedule book contributed to an enrollment decline. Recent recruitment efforts by the program and the university appear to be working as there was an increase in first-year students for the Fall 1995.

The advent of new technology (i.e. computers) has made it necessary to bring this technology into all aspects of the legal assistant curriculum if the graduates are to be well-prepared for their profession. This challenge is being met with the addition of a new computer lab/ classroom facility financed with vocational education money from the state.

Appendix A has checksheets for the Legal Assistant Program, the Legal Assistant/Business Administration Three Year Program, the Legal Assistant/Business Management Three Year Program as well as the College of Business transfer checksheets for the four-year programs.

Appendix B contains the American Bar Association Site Visit Report from the Fall of 1995.

Future plans include:

1. Integration of the computer lab in all legal specialty courses.
2. Some minor changes in course names.
3. Adding new advisory board members.
4. Utilization of legal assistant courses, business law courses, and general education courses to create a legal studies minor.
5. Possible reallocation time for recruitment and placement activities.
6. Dividing LLAW 161 Law in the United States II into a legal research course and substantive law course.

The goal of the Legal Assistant Program is to continue to provide a program that both prepares graduates for employment and future educational opportunities at a low cost to FSU.

## **Legal Assistant Program Review**

### **Section Two - Graduate Follow Up Survey**

In 1989 and 1994 graduates of the Legal Assistant Program were surveyed as part of the self-study requirements for the American Bar Association Legal Assistant Approval Commission. The purpose of the survey was to determine the success of graduates in obtaining relevant employment and to obtain their evaluation of their education. The form of the survey was similar to those suggested by the ABA. The survey instruments and the summary of the results are in Appendix C.

The conclusions reached are that graduates are prepared for positions in the Legal Assistant profession and that their Legal Assistant education was beneficial when combined with other business degrees. In reviewing the results of the two surveys, a number of conclusions can be made in the curriculum area.

1. Accounting, business math, and social science courses continue to be rated the least important non-law courses.
2. English and communications courses were rated as the most important non-law courses.
3. The importance of computer skills increased significantly between the 1989 and 1994 surveys.

The 1989 survey was used in the semester conversion process. During that process business math was eliminated as a required course and the requirement in accounting was reduced from two courses to one course. Requirements for specific social science courses were eliminated, since students are now required to comply with the university general education requirements.



The surveys also confirm that a significant number of graduates obtain bachelor's degrees. This fact was taken into account in developing the curriculum during semester conversion. The 1994 survey also indicated that an increasing number of graduates found the Legal Assistant education was a factor in an employer's decision to hire them in a non-law-related job.

The difficulties in completing the survey were the usual ones: getting graduates to respond in significant numbers, trying to ask questions that elicit relevant information, and making sense of the data received. One of the most difficult decisions was trying to group graduates in "law-related-jobs". Are graduates working as insurance adjusters and at banks in non-law related jobs? We decided they were not law-related for the purpose of these surveys. The survey also neglected to gather salary information for those not working in law related areas.

## **Legal Assistant Program Review**

### **Section Three - Employer Survey**

To obtain employer input in the evaluation of the Legal Assistant Program 20 employers of graduates were surveyed in November and December 1994. This was done as part of the American Bar Association approval process. Nine employers responded. The satisfaction rate for graduate performance was very high (9.5 on a 10 point scale). However, the small numbers made it difficult to attach meaningful significance to this data. A reasonable person would assume that if employers were not satisfied with a graduate's performance, the person would not be an employee. A number of employers that did not respond were contacted. Some did not feel comfortable evaluating their employees for third parties and would not respond to this type of survey. Since many of the employers are attorneys, they tend to be more cautious in giving information of this kind.

Better data was obtained from employers who utilized Legal Assistant students as interns. In 1994 and 1995 twenty-three students completed internships (LLAW 291) and were evaluated by employers. Since students do not get credit for the course until the evaluation is received, response was excellent. Employers seem more comfortable doing the evaluation as part of a grading process for students enrolled in a course of study.

The results of the data indicates that the students will make productive employees. Employers indicated their performance was very good to outstanding in all cases except one. Only one employer indicated unwillingness to consider the intern for employment.

The Employer Survey for Program Graduates, Employer Survey for Program Interns, and summary of the results are found in Appendix D.

## **Legal Assistant Program Review**

### **Section Four - Student Survey**

Surveys of current students in the Legal Assistant Program were taken in December of 1995. Twenty-two students in the program completed the survey. A majority of the students were in the first course of their first year and had minimal experience with program resources such as the law library and computer facilities.

The survey addressed the students' perceptions of the program both in areas that are directly related to the instructional program and also support areas. They were asked to respond within a range that included an ideal of "Excellent" down through "Good," "Average," "Below Expectations," and finally "Poor" which indicates a serious inadequacy. A "Don't Know" choice was available for those who had no opinion.

Generally results showed a satisfaction rating of "Good" to "Excellent" in those courses in the Legal Assisting Program and a "Good" to "Average" rating concerning those courses related to but outside the Legal Assisting Program (English, Math, etc.).

Unfortunately, the survey of current students sheds little light on the availability of the internship experience. This is probably due to the fact that none of the students surveyed had begun their internship. Because of this, the majority of the respondents checked "DK" (Don't Know).

The other area of high "DK" was in reference to the assistance in the area of "Placement Services." Again, it is likely that such perceptions are not developed by the student until the student actually begins the job search. The surveys aside, the professors teaching in the program have noted a high degree of interest by second year students in the new resume software and assistance from the Placement Office.

One other area of "instructional equipment," had some deviation from the general "Good" to "Excellent" rating. Again there were a number (a little less than 1/3) of students that checked "DK." One can only surmise that the survey respondents had no comparisons, either in an educational setting or in a real world job setting. Perceptions may change when the new computer lab/classroom is completed in February 1996.

Overall the results of the survey indicate that the Legal Assistant students have a high degree of satisfaction with their program.

The student survey instrument and summary of results are in Appendix E.

## **Legal Assistant Program Review**

### **Section Five - Faculty Survey**

Surveys of College of Business faculty were taken in December of 1995 during exam week. Of the eighteen surveys that were handed out, ten were returned.

The survey addressed the faculty's perceptions of the Legal Assistant Program in areas that ranged from support of the program and the program itself to perceptions about the students who are in the program. Faculty were asked to respond within a range that included an ideal of "Excellent" down through "Good," "Average," "Below Expectations," and finally "Poor" which indicates a serious inadequacy. A "Don't Know" choice was available for those who had no opinion.

The results showed that the faculty who responded have, almost without exception, an "Excellent" perception of the program. The exceptions were either a "Good" instead of "Excellent" or a "Don't Know." One can infer that the "Don't Knows" were all in areas that affect the program or students after they finish the program or in areas that influence the Legal Assistant Program from outside of the College of Business.

The greatest deviation from the "Excellent" rating appeared on the question concerning "adequacy of instructional facilities. Almost half responded with a "Good." Conjecture as to why the deviation to this particular question can lead the reader to two possible conclusions. First, that there may be a feeling for some needed improvement of facilities and equipment generally in the College of Business, or secondly, that some of the faculty are aware of the current plans and activities to provide additional space and technical support for the Legal Assistant Program which have not yet been implemented.

Overall, the results of the survey indicate that the faculty think highly of the Legal Assistant Program and perhaps can be best summarized by the comment of one of the respondents who said: "As a general rule, they are the top students in my classes."

The faculty survey instrument and summary of results are located in Appendix F.

**Legal Assistant Program Review**  
**Section Six - Advisory Committee Perceptions of the**  
**Legal Assistant Program**

In December of 1995, the Advisory Board Committee Members were asked to evaluate the program. Six members of the Committee completed the survey. With few exceptions, the program was rated "Good" or "Excellent" in all areas. The sole area of concern by some board members is "job opportunities." While data indicates the legal assistant field is growing, some advisory board members ranked this as "Average." The survey instrument, summary of results, and the minutes of the 1995 advisory board meeting are in Appendix G.

## **Legal Assistant Program Review**

### **Section Seven - Labor Market Analysis**

The Michigan Occupational Information System indicates that 94,600 Legal Assistants were employed nationally as of 1992 and that the expected employment growth rate is faster than the average for all occupations through the year 2005. Projected growth is primarily due to the increased use of paralegals to reduce the cost of legal services. The conclusion of the report states: "Overall, the outlook for this profession is very good. Opportunities will be best for those trained in paralegal technology. Increased use of computerized research methods and improvements in law office technologies may effect the outlook."

In addition to the traditional paralegal market, graduate surveys indicate that many graduates utilize their paralegal education in a variety of occupations. It would be too burdensome to run an individual labor market analysis for each occupation. A recent issue of The Legal Professional Career News featured a lead article on alternate careers for paralegals. Evidently the use of the legal assistant education in other careers is not restricted to Ferris graduates.

Carol Kleiman indicates in The 100 Best Jobs for the 1990's and Beyond that 62,000 new legal assistant positions would be created in the 1990's and that graduates must be on the cutting edge of computer technology.

Supporting data on Labor Market Analysis is in Appendix H.

## **Legal Assistant Program Review**

### **Part Eight - Evaluations of Facilities and Equipment**

**Library facilities.** The law collection in the Timme Library is excellent. During the recent ABA site visit, one reviewer noted the law collection in the Timme Library is the most complete she had seen in a library that was not associated with a law school. The faculty teaching in the Legal Assistant Program are regularly consulted concerning library needs. WESTLAW is available in the library and the program provides two computers and a printer in the library for student use. Teaching facilities are available in the library.

A list of the FSU law collection holdings is in Appendix I.

**Classrooms and conference rooms.** The College of Business Building classrooms are used for most legal specialty courses in the program. The rooms are adequate. Presently, a small classroom is being dedicated to the program. This room will serve as a classroom, computer lab, and study area for students. New furnishings and computers have arrived and are being set up as this report is being written. The program received \$17,000 in state vocational education money to buy the computers and related furnishings. The facility will increase the ability of program faculty to integrate computers into all legal specialty courses.

**Office space.** The faculty teaching in the Legal Assistant Program share a large office in the College of Business. The office is adjacent to the new classroom being dedicated to the program and is sufficient for the needs of the faculty members.

In sum, the facilities are excellent. Students have the library resources they need and will soon have the latest computer technology available in a laboratory situation in the College of Business.



## **Legal Assistant Program Review**

### **Section Nine - Curriculum Evaluation**

Curriculum evaluation, an ongoing process in the Legal Assistant Program, involves input from students, alumni, advisory board members, faculty, the Academic Senate, the American Bar Association Approval Commission and the American Association for Paralegal Education. The present curriculum has existed since semester conversion in the Fall of 1993. It includes a minimum of twenty-two semester hours of legal specialty courses and one business law course, business courses in accounting and computers, twenty-one hours of general education courses, and 12 hours of free electives. The curriculum was designed to meet the ABA guidelines for legal specialty and general education courses while maintaining the maximum in flexibility to accommodate electives in special areas of interests or the completion of business core and general education requirements for students going on for bachelor's degrees.

A syllabus for each Legal Assistant course is in Appendix J. ABA approval requirements are in Appendix K.

Students regularly evaluate the legal specialty courses using the instrument in Appendix L. Alumni have input through periodic surveys that include the benefit of certain areas of study (see Appendix C). Employer input is through informal conversations, employer surveys, and input from employers who use interns (see Appendix D). Advisory board members meet annually, and the content of the curriculum is always included on the agenda. Faculty have input formally through the academic procedures utilized by the university to approve all courses and curriculum. All changes in curriculum start with the professors in the program.

The ABA approval process is ongoing. Every five years the program is visited by an ABA site team, and a self-study is prepared. Between visits periodic reports are required by the ABA if any changes are made in the curriculum. The most recent ABA site visit report is in Appendix B.

Legal Assistant

APRC 1995-1996

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The American Association of Paralegal Education developed core competencies for Paralegal Programs in December 1994. The faculty in the program are utilizing the document to review the program requirements with students graduating each spring.

The AAFPE guide to Core Competencies for Paralegal Programs is in Appendix M.

Input from students, graduates, employers, and the American Bar Association indicate the program's curriculum is appropriate. The ability to complete the program and easily matriculate into a bachelor's program at Ferris is an added benefit of the program's flexibility.

## **Legal Assistant Program Review**

### **Section Ten - Enrollment Trends**

After the announcement of the closing of the Legal Assistant Program in the Fall of 1993, enrollment declined. While part of the difficulty may have been caused by the publicity from the Ferris Restructuring Plan, the enrollment decline in the Legal Assistant Program parallels the lower enrollments in other business programs that were not scheduled for closure. Since existing FSU students have always been a source of new students for the program, it is not surprising that reduced enrollments in the College of Business would impact the program. As mentioned in Section One, recruitment efforts by the university and program appear to be helping as enrollment by first year students in 1995 increased over the 1994 figures.

One difficulty in tracking total enrollment numbers is that University policies and procedures do not allow students to indicate they are pursuing more than one course of study. Students regularly graduate from the Legal Assistant Program who are not counted as enrolled in the program because they are also completing a bachelor's degree.

A recent issue of the TORCH identified two successful debaters as Business Administration and Technical Communications majors. In fact, the students were pursuing those programs as well as the Legal Assistant associate's degree.

The College of Business Enrollment Profile for the years 1990 through 1996 is Appendix N. It should be noted that the data for 1996 is misleading because it compares Winter 96 enrollment with the Fall enrollment for the previous years. Generally enrollments are higher in the fall semester. The figure also fails to count three legal assistant students who are also enrolled in other programs.

## **Legal Assistant Program Review**

### **Section Eleven - Program Costs**

The 1992-1993 Listing of Program costs rated the Legal Assistant Program as the second most inexpensive program at the university (\$41.81 per credit hour). After semester conversion, the program cost was rated at \$96.07 per semester hour. Thus, it remains one of the lower cost programs at FSU.

The Legal Assistant Program's ability to obtain vocational education money from the state for furniture and computers has allowed cost to remain low while acquiring the most up-to-date technology for the students in the program.

Data on program cost information is in Appendix O.

**Legal Assistant Program Review**  
**Section Twelve - Conclusions Based on Data Analysis**  
**Done by the Program Review Panel**

**Centrality To Mission**

The program is compatible with the Ferris Mission and Role Statement in that it provides a career-oriented program that:

- a. includes liberal studies for future career flexibility as well as legal specialty courses to prepare graduates to perform a wide range of professional activities in the legal area;
- b. promotes laddering into the four year programs;
- c. uses faculty with experience in the teaching area;
- d. makes available cooperative education experiences;
- e. maintains contact with the professional community through organizational memberships and activities of the faculty;
- f. has annual meetings of the advisory committee to maintain the currency of the program content;
- g. integrates computers, writing, and problem solving across the curriculum;
- h. is approved by the American Bar Association.

**Uniqueness and visibility**

Most of the Legal Assistant Programs in Michigan are in urban areas and at community colleges. The FSU program is unique because it is located in a rural setting at a four-year institution that allows easy matriculation into four-year programs. The rural setting and residential nature of the campus attract students who do not wish to attend the larger urban universities.

The visibility of the program on campus is being enhanced by the new computer lab/classroom/study area being devoted to the Legal Assistant Program and by the announcement of the programs reapproval by the American Bar Association.

### **Service to state and nation**

The program promotes the economic welfare of the State of Michigan and the nation by providing capable, job-ready graduates to work in law firms and other organizations that require employees with knowledge and skills relating to the legal process.

### **Demand by students**

Six hundred twenty students have graduated from the Legal Assistant Program since its inception. Demand has dropped in the past three years and this is the major concern of the program. The drop is consistent with the enrollment declines in other College of Business programs.

### **Quality of instruction**

The law faculty teaching in the program are experienced attorneys licensed to practice law in Michigan and in the Federal courts. All have experience working with legal assistants and teaching in the legal assistant area. The two full-time faculty members are readily available to assist students with assignments or advising because their office is adjacent to the legal assistant computer lab/study area.

### **Demand for graduates**

Survey results indicate that graduates get jobs. Graduates work not only as legal assistants, but many use their law background in other business related occupations.

### **Service to non-majors**

The legal assistant specialty courses are not available, at this time, for students not admitted to the program with the exception of criminal justice students who get permission from the instructor. If a legal studies minor is developed, courses will be available to any students who are in that area of study.

### **Facilities and equipment**

The new computer lab/instructional facility in the College of Business Building and the library resources are excellent.

### **Cost**

The cost to the student is the same as the cost for other university undergraduate programs. As indicated in Section 11, the cost of the program to the university is one of the lowest at the university.

### **Faculty: professional and scholarly activities**

James White is an attorney who is active in the Mecosta-Osceola Bar Association and President of the Reed City School Board. He is also active in community affairs in the Reed City area. Mr. White is an experienced adjunct law instructor who employs one of the program graduates as his legal assistant.

John Kane is a full-time faculty member who is an attorney. He is a member of Michigan Bar, the American Bar Association, and the American Association for Paralegal Educators. He does consulting for the ABA in the legal assistant approval process. Mr. Kane is an active member of the campus community to include service to the Ferris Faculty Association, the Academic Senate, and various College of Business and Management Department committees. Mr. Kane also serves as the coordinator of the Legal Assistant Program and teaches legal assistant, business law and real estate courses on a regular basis.



John Vermeer is a full-time faculty member who is an attorney. He is a member of the Michigan Bar and served as the Mecosta County Prosecuting Attorney prior to joining the Ferris Faculty. He is an active member of the campus community, most recently concentrating in the computer area. He chairs the Computer Usage Committee for the College of Business and is an alternate representative to the University Technology Committee. He has been responsible for setting up the new classroom/computer facility in the College of Business and acts as the primary computer resource for the Legal Assistant Program. Mr. Vermeer serves as the assistant coordinator of the Legal Assistant Program and teaches both legal assistant and business law courses on a regular basis. He also teaches the law course in the Hospitality Management Program.

Faculty résumés are in Appendix P.

### **Administrative Effectiveness**

Presently the Legal Assistant Program is part of the Management Department. Most program administrative work is done by the Program Coordinator and Assistant Program Coordinator without reallocated time. They are assisted by the Management Department Chair when necessary. While adequate for maintenance of the program, it does not allow significant resources to be directed to recruitment and placement activities.

## **Legal Assistant Program Review**

### **Section Thirteen - Recommendations**

The Program Review Committee believes the Legal Assistant Program is a quality program with many strengths. These include experienced and committed faculty, an excellent legal collection in the Timme Library, the new computer lab in the College of Business, the recent reapproval by the American Bar Association, and a high quality and flexible curriculum that allows students to matriculate into bachelor degree programs. University support for the program has increased this past year. The Program Coordinator went to the American Association for Paralegal Education Annual Conference, vocational education money was utilized for computers, and FSU recruiting efforts stepped up. Finally, employment opportunities in the legal assistant area are encouraging and the committee believes that the legal education, writing skills, problem solving skills, and knowledge of technology obtained by students in the program compliment other university programs. It is an excellent feeder program that provides high quality students for the College of Business.

The committee also notes that the program shares in the enrollment decrease that has plagued the College of Business. While it appears to have leveled off, this is the biggest concern for the program.

Specifically, the committee recommends:

1. The support for the program continue and the university heed the conclusions and recommendations of the ABA Site Visit Report as they relate to support for the program;
2. That the program coordinators review the program and initiate minor curriculum changes discussed in section one of this document and the ABA recommendations;
3. That the implementation of the computer lab continue as planned with a goal of integrating the appropriate software and technology in all legal specialty courses;

4. That recruiting efforts continue and be given the highest priority by the university;

5. That the new library, when it is built, have a separate area for the law collection that includes teaching facilities, an area for WESTLAW, and restrictions on removing the law collection from the immediate area. While the law collection has been well maintained in recent years, the physical area available to its users has grown smaller as the library utilizes space for other activities;

6. That the coop experience be reviewed and possibly expanded to allow for longer internships;

7. That appropriate reallocation time be given to the program coordinators to engage in recruitment, program development activities, and curriculum enhancement;

8. That the program investigate the use of distance learning in order to utilize off-campus expertise to enhance program development.

9. The University consider a legal studies minor in the Colleges of Business and Arts and Sciences composed of existing legal assistant, business law and tax courses along with the History of the Supreme Court course offered in the College of Arts and Sciences. The minor has been proposed and is presently being considered by the University Wide Program Development Committee;

As required by the Academic Review Process, a Program Review Panel Evaluation form was prepared by each member of the Program Review Panel. The results are located in Appendix Q.

## **INDEX OF APPENDICES**

### **Program Review Panel Report for the Legal Assistant Program**

**February 5, 1996**

- A    Checksheets for the Legal Assistant Program; Checksheets for the Three-Year Legal Assistant/Business Administration and the Legal Assistant/Business Management Programs; Checksheets for the COB Two-Year Transfer Programs.
- B    ABA Site Visit Report from November 1995.
- C    Graduate Surveys of 1989 and 1994; Survey Summaries.
- D    Employer Survey for Graduates; Employer Survey for Student Interns; Survey Summaries.
- E    Student Survey and Summary.
- F    Faculty Survey and Summary.
- G    Advisory Board Survey and Summary.
- H    Labor Market Analysis Data.
- I    List of Law Books in FSU Law Collection.
- J    Syllabus for Each Legal Specialty Course.
- K    ABA Approval Requirements.
- L    Student Evaluation Forms.
- M    AAFPE Competencies.
- N    Enrollment Data for Legal Assistant Program; Graduate Data from Legal Assistant Program.
- O    Cost Data for Legal Assistant Program.
- P    Faculty Resumes.
- Q    Program Review Panel Evaluation Form.

**A.A.S. IN APPLIED SCIENCE (LEGAL ASSISTANT)**

**FIRST YEAR**

**First Semester**

LLAW 160	Law in the U.S. I	3	_____
ENGL 150	English 1	3	_____
ISYS 105	Micro. Applications*	3	_____
MATH 115	Intermediate Algebra*	3	_____
	Social Awareness Elective	3	_____
			_____
		15	

**Second Semester**

LLAW 161	Law in the U.S. II	4	_____
COMM 121	Fund. of Public Spkg.	3	_____
	Science Elective	3/4	_____
	Elective	3	_____
LLAW 251	Criminal Law & Proc.	3	_____
			_____
		16/17	

\* Or proficiency; turn into free elective with proficiency.

NOTICE REGARDING WITHDRAWAL, RE-ADMISSION, AND INTERRUPTION OF STUDIES: Students who return to the University after an interrupted enrollment must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

**SECOND YEAR**

**First Semester**

LLAW 260	Real Estate Law	3	_____
LLAW 280	Civil Litigation	4	_____
ENGL 250	English 2	3	_____
BLAW 321	Contracts and Sales	3	_____
	Cultural Enrichment Elective	3	_____
			_____
		16	

**Second Semester**

LLAW 261	Drafting Legal Inst.	3	_____
LLAW 253	Adv. Leg. Res & Wrtg.		_____
LLAW 291	Practice Studies	2	_____
	Elective**	9	_____
ACCT 201	Prin. of Accounting 1	3	_____
			_____
		17	

\*\* Students who are planning to pursue a B.S. Degree in any business program should use all electives to take courses that satisfy either the B.S. General Education requirements or the Business Core requirements.

**64/65 CREDITS REQUIRED FOR GRADUATION**

**A.A.S. IN APPLIED SCIENCE (LEGAL ASSISTANT)**

LS = Legal Specialty  
 GE = General Education  
 BR = Business Related  
 LR = Law Related

**FIRST YEAR**

**First Semester**

LLAW 160	Law in the U.S. I	3	LS
ENGL 150	English 1	3	GE
ISYS 105	Micro. Applications*	3	BR
MATH 115	Intermediate Algebra*	3	GE
	Social Awareness Elective	3	GE
		<hr/>	
		15	

**Second Semester**

LLAW 161	Law in the U.S. II	4	LS
COMM 121	Fund. of Public Spkg.	3	GE
	Science Elective	3/4	GE
	Elective	3	GE/LR/BR
LLAW 251	Criminal Law & Proc.	3	LS
		<hr/>	
		16/17	

\* Or proficiency; turn into free elective with proficiency.

NOTICE REGARDING WITHDRAWAL, RE-ADMISSION, AND INTERRUPTION OF STUDIES: Students who return to the University after an interrupted enrollment must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

**SECOND YEAR**

**First Semester**

LLAW 260	Real Estate Law	3	LS
LLAW 280	Civil Litigation	4	LS
ENGL 250	English 2	3	GE
BLAW 321	Contracts and Sales	3	LR
	Cultural Enrichment Elective	3	GE
		<hr/>	
		16	

**Second Semester**

LLAW 261	Drafting Legal Inst.	3	LS
LLAW 253	Adv. Leg. Res & Wrtg.		
	LLAW 291 Practice Studies	2	LS
	Elective**	9	GE/LR/BR
ACCT 201	Prin. of Accounting I	3	LR
		<hr/>	
		17	

\*\* Students who are planning to pursue a B.S. Degree in any business program should use all electives to take courses that satisfy either the B.S. General Education requirements or the Business Core requirements.

**64/65 CREDITS REQUIRED FOR GRADUATION**

**Ferris State University**  
**B.S. in Business - Business Administration**  
**with an A.A.S. In Applied Science - Legal Assistant**  
**Three-Year Program**

**FIRST YEAR**

**Fall Semester**

ENGL 150	English 1	3
MATH 115	Intermediate Algebra	3
COMM 121	Fund of Public Speaking	3
LLAW 160	Law in the U.S. I	3
ISYS 105	Microcomputer Appl.	3
		<b>15</b>

**Winter Semester**

LLAW 161	Law in the U.S. II	4
Science Elective		3/4
ISYS 202	Prin. of Info. Systems	3
LLAW 251	Criminal Law & Proc.	3
Cultural Enrichment Elective		3
		<b>16/17</b>

**Summer Semester**

BLAW 321	Contracts and Sales	3
Cultural Enrichment Elective		3
Lab Science Elective		4
ACCT 201	Prin. of Accounting I	3
ECON 221	Prin. of Economics	3
		<b>16</b>

**SECOND YEAR**

**Fall Semester**

LLAW 260	Real Estate Law	3
ACCT 202	Prin. of Accounting II	3
LLAW 280	Civil Litigation	4
ENGL 250	English 2	3
ECON 222	Prin. of Economics	3
		<b>16</b>

**Winter Semester**

LLAW 261	Drafting Legal Inst.	3
LLAW 253	Adv. Leg. Res. & Wrtg.	OR
LLAW 291	Practice Studies	3
MGMT 301	Applied Management	3
MKTG Elective		3
ENGL 300 Level		3
		<b>15</b>

**Summer Semester**

Cultural Enrichment Elective		3
FINC 322	Financial Management I	3
MKTG 321	Prin. of Marketing	3
MGMT 302	Organizational Behavior	3
INTB 310	International Bus. Sys.	3
		<b>15</b>

**THIRD YEAR**

**Fall Semester**

PLSC 323	International Organization	OR
PLSC 331	Comparative World Govt.	OR
PLSC 341	International Politics	3
STQM 260	Intro. to Statistics	3
MGMT 371	Prod./Operations Mgt.	3
MGMT 373	Human Resource Mgt.	3
FINC Elective		3
MGMT 405	Mgt. Decision-Making Lab	1
		<b>16</b>

**Winter Semester**

MGMT 499	Strategy & Bus. Policy	4
Free Elective		3
MKTG Elective		3
MGMT 447	Bus. Ethics & Soc. Res.	3
STQM Elective		3
		<b>16</b>

**Total Hours Required for Graduation 125/126**

**NOTICE REGARDING WITHDRAWAL, RE-ADMISSION , AND INTERRUPTION OF STUDIES:**  
 Students who return to the University after an interrupted enrollment must normally met the requirement of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

**Ferris State University**  
**B.S. in Business - Business Management**  
**with an A.A.S. In Applied Science - Legal Assistant**  
**Three-Year Program**

**FIRST YEAR**

**Fall Semester**

ENGL 150	English 1	3	_____
MATH 115	Intermediate Algebra	3	_____
COMM 121	Fund of Public Speaking	3	_____
LLAW 160	Law in the U.S. I	3	_____
ISYS 105	Microcomputer Appl.	3	_____
		<b>15</b>	

**Winter Semester**

LLAW 161	Law in the U.S. II	4	_____
Science Elective		3/4	_____
ISYS 202	Prin. of Info. Systems	3	_____
LLAW 251	Criminal Law & Proc.	3	_____
Cultural Enrichment Elective		3	_____
		<b>16/17</b>	

**Summer Semester**

BLAW 321	Contracts and Sales	3	_____
Cultural Enrichment Elective		3	_____
Lab Science Elective		4	_____
ACCT 201	Prin. of Accounting I	3	_____
ECON 221	Prin. of Economics	3	_____
		<b>16</b>	

**SECOND YEAR**

**Fall Semester**

LLAW 260	Real Estate Law	3	_____
ACCT 202	Prin. of Accounting II	3	_____
LLAW 280	Civil Litigation	4	_____
ENGL 250	English 2	3	_____
ECON 222	Prin. of Economics	3	_____
		<b>16</b>	

**Winter Semester**

LLAW 261	Drafting Legal Inst.	3	_____
LLAW 253	Adv. Leg. Res. & Wrtg.	OR	
LLAW 291	Practice Studies	3	_____
MGMT 301	Applied Management	3	_____
ACCT 205	Managerial Accounting	3	_____
ENGL 300 Level		3	_____
		<b>15</b>	

**Summer Semester**

Cultural Enrichment Elective		3	_____
FINC 322	Financial Management I	3	_____
MKTG 321	Prin. of Marketing	3	_____
MGMT 302	Organizational Behavior	3	_____
INTB 310	International Bus. Sys.	3	_____
		<b>15</b>	

**THIRD YEAR**

**Fall Semester**

PLSC 323	International Organization	OR	
PLSC 331	Comparative World Govt.	OR	
PLSC 341	International Politics	3	_____
STQM 260	Intro. to Statistics	3	_____
MGMT 371	Prod./Operations Mgt.	3	_____
MGMT 373	Human Resource Mgt.	3	_____
MGMT 355	Managerial Economics	3	_____
MGMT 405	Mgt. Decision-Making Lab	1	_____
		<b>16</b>	

**Winter Semester**

MGMT 499	Strategy & Bus. Policy	4	_____
Free Elective		3	_____
MGMT 305	Supervision & Leadership	3	_____
MGMT 447	Bus. Ethics & Soc. Res.	3	_____
STQM 351	Quality Control for Mgmt.	3	_____
		<b>16</b>	

**Total Hours Required for Graduation 125/126**

**NOTICE REGARDING WITHDRAWAL, RE-ADMISSION , AND INTERRUPTION OF STUDIES:**  
 Students who return to the University after an interrupted enrollment must normally met the requirement of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.



**B.S. in Business (Accountancy)  
Two-Year Transfer Degree**

For students who have been granted an associate degree from a regionally accredited college.

This checklist is designed to help you monitor your progress. Credit hours are indicated next to each course. Suggested use: Left Column: Mark courses completed: / or grade, mark courses transferred: TR, and mark courses waived: W

Right Column: Mark semester course was taken, i.e.: W94, F95, W95

FIRST YEAR

FOURTH YEAR

**First Semester:**

ACCT 310 - Intermediate Accounting I	3	___	___
ACCT 321 - Cost Accounting I	3	___	___
OSYS 300 - Adv. Business Communications	3	___	___
MKTG 321 - Principles of Marketing	3	___	___
MATH 122 - Math Analysis for Business <u>OR</u>	3	___	___
___ - Elective	3	___	___
	<u>15</u>	___	___

**Second Semester:**

ACCT 312 - Intermediate Accounting II	3	___	___
ACCT 350 - Federal Income Tax I	3	___	___
STQM 260 - Business Statistics I	3	___	___
MGMT 301 - Applied Management	3	___	___
ENGL 311 - Advanced Technical Writing <u>OR</u>	3	___	___
ENGL 321 - Advanced Composition	3	___	___
	<u>15</u>	___	___

**Notes:**

(1\*) = Suggested Electives:  
 No prerequisites listed: PLSC 323, 331, 341  
 Prerequisite SOCY 121 or ANTH 122: SOCY 340, 344,  
 345, 373, 443,  
 460

**First Semester:**

ACCT 431 - Acct. Systems & Controls I	3	___	___
ACCT ___ - 300/400 Level Accounting Elec.	3	___	___
___ - 300/400 Level ACCT/BUS Elec.	3	___	___
___ - 300/400 Level ACCT/BUS Elec.	3	___	___
<u>LAWB</u> 321 - Contracts and Sales	3	___	___
FINC 322 - Financial Management	3	___	___
	<u>18</u>	___	___

**Second Semester:**

ACCT 441 - Auditing I	3	___	___
ACCT 599 - Microcomputer Applic. in Acct.	3	___	___
ACCT ___ - 300/400 Level Accounting Elec.	3	___	___
___ - 300/400 Level ACCT/BUS Elec.	2/3	___	___
___ - 300/400 Elective - Social awareness, non-econ, must full-fill global consciousness & race and/or gender (*1)	3	___	___
	<u>14/15</u>	___	___

**Total credits required:**

62/63

B.S. in Business - Accountancy  
2-Year Transfer Program

University General Education Requirements must be fulfilled. Courses taken in the Associate Degree which are included in the transfer program must be replaced with courses approved by the Program Advisor. Courses to be completed in the Associate Degree, or in addition to the Associate Degree are:

ACCT 201 - Principles of Accounting I	3	___	___
ACCT 202 - Principles of Accounting II	3	___	___
COMM 121 - Fundamentals of Public Speaking	3	___	___
ECON 221 - Principles of Economics I	3	___	___
ECON 222 - Principles of Economics II	3	___	___
ENGL 150 - English I	3	___	___
ENGL 250 - English II	3	___	___
ISYS 202 - Survey of Information Systems	3	___	___
MATH 115 - Intermediate Algebra <u>OR</u> Proficiency	3	___	___
___ ___ - Lab Science Elective	3	___	___
___ ___ - Science Elective	3	___	___

Cultural Enrichment Electives:

(Three courses, including one at the 200-level or above, from at least two of the following areas: ARTH, HIST, HUMN, LITR, FREN, SPAN and GERM)

___ ___ - _____	3	___	___
___ ___ - _____	3	___	___
___ ___ - _____	3	___	___

NAME \_\_\_\_\_ ADVISOR \_\_\_\_\_ EXPECTED DATE OF GRADUATION \_\_\_\_\_

FERRIS STATE UNIVERSITY  
 B.S. BUSINESS  
 ADVERTISING TRANSFER PROGRAM

**THIRD YEAR**

**First Semester**

ADVG 222 - Principles of Advertising	3 _____
MKTG 231 - Professional Selling	3 _____
ENGL 311 - Advanced Technical Writing [ENGL 250/211]	3 _____
ISYS 202 - Principles of Information Systems	3 _____
STQM 260 - Introduction to Statistics [MATH 115]	3 _____
MKTG 321 - Principles of Marketing [ECON 221]	3 _____
	18

**Second Semester**

OSYS 300 - Adv. Business Communication [ENGL 250]	3 _____
MGMT 301 - Applied Management	3 _____
MKTG 322 - Consumer Behavior [MKTG 321, PSYC 150]	3 _____
ADVG 334 - Fundamentals of Media [ADVG 222]	2 _____
ADVG 312 - Advtg. Layout [ADVG 222]	3 _____
+ _____ - 300/400-level Social Awareness Elective	3 _____
	17

**Notes:**

+ If the general education global consciousness requirement has not been met, this elective must meet this requirement.

**FOURTH YEAR**

**First Semester**

ADVG 376 - Media Strategy [ADVG 334]	2 _____
MKTG 425 - Marketing Research [MKTG 321, STQM 260]	3 _____
FINC 322 - Financial Management [MATH 115, ACCT 202]	3 _____
ADVG 324 - Advertising Copy [ADVG 222, ENGL 250]	3 _____
*Advertising Elective	3 _____
18	14

**Second Semester**

MKTG 499 - Marketing Policy [Last Semester Senior]	3 _____
ADVG 486 - Advertising Management [ADVG 222, Senior]	3 _____
ADVG 488 - Advertising Campaigns [ADVG 324, 376]	3 _____
LAWB 321 - Contracts & Sales	3 _____
*Advertising Elective	3 _____
	15

**Total hours required for graduation 64**

\* - Choose from: MKTG 383, ADVG 485, ADVG 465, ADVG 491, PREL 340, ADVG 375, MKTG 485, ADVG 497, or MKTG 473

**ADVERTISING**  
**2 Year Transfer Program**

**1. Entrance Requirements**

- A. The applicant must have an associate degree from any accredited institution.
- B. If the following courses have not been completed in the associate's degree, then they must be taken in addition to the required courses.

ECON 221 Principles of Economics I (Macro)  
ECON 222 Principles of Economics II (Macro)  
PSYC 150 Introduction to Psychology  
SOCY 121 Introduction to Sociology  
ACCT 201 Principles of Accounting I  
ACCT 202 Principles of Accounting II

**2. Graduation Requirements**

- A. The FSU General Education requirements must be completed. If this requirement has not been met in the associate degree, then necessary courses must be completed in addition to the required courses specified in the transfer program. See FSU general education checksheet for the baccalaureate degree.
- B. Students must replace required courses taken in the associate degree with courses approved by an academic advisor.
- C. A cumulative honor point average of 2.00 or better is required for graduation in: 1) all course work taken; 2) all course work taken in the major; and 3) all course work taken in the business core.
- D. Students who interrupt their studies and are absent from the University for one or more semesters, OR those who change curriculum while pursuing a degree at Ferris, are subject to the following University policy: **STUDENTS WHO RETURN TO THE UNIVERSITY AFTER AN INTERRUPTED ENROLLMENT (NOT INCLUDING SUMMER SEMESTER) MUST NORMALLY MEET THE REQUIREMENTS OF THE CURRICULUM WHICH ARE IN FORCE AT THE TIME OF THEIR RETURN, NOT THE REQUIREMENTS WHICH WERE IN EFFECT WHEN THEY WERE ORIGINALLY ADMITTED.**

**B.S. IN BUSINESS (BUSINESS ADMINISTRATION)**  
 (Transfer Program)  
 Associate Degree Required

**THIRD YEAR**

**First Semester**

ACCT 201	Principles of Acct. 1	3	_____
ISYS 202	Prin. of Info. Sys.	3	_____
MGMT 301	Applied Management	3	_____
BLAW 301	Legal Envir. of Bus.	3	_____
OSYS 300	Adv. Business Comm.	3	_____
			_____
		15	

**Second Semester**

ACCT 202	Prin. of Acct. 2	3	_____
MGMT 302	Organizational Beh.	3	_____
ISYS 105	Micro. Applications*	3	_____
MKTG 321	Prin. of Marketing	3	_____
FINC Elective # OR			
FINC 322	Financial Mgt. 1	3	_____
			_____
		15	

\* Or proficiency; turn into free electives with proficiency.

NOTICE REGARDING WITHDRAWAL, RE-ADMISSION, AND INTERRUPTION OF STUDIES: Students who return to the University after an interrupted enrollment must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

**FOURTH YEAR**

**First Semester**

MKTG Elective **		3	_____
STQM 260	Intro. to Statistics	3	_____
MGMT 371	Prod./Operations Mgt.	3	_____
MGMT 373	Human Resource Mgt.	3	_____
FINC Elective # OR			
FINC 322	Financial Mgt. 1	3	_____
INTB 310	The Int'l. Bus. Sys.	3	_____
			_____
		18	

**Second Semester**

MGMT 499	Strategy & Bus. Policy	4	_____
MKTG Elective **		3	_____
STQM Elective		3	_____
MGMT 447	Bus. Eth. & Soc. Res.	3	_____
BLAW 321	Contracts & Sales	3	_____
MGMT 405	Mgt. Dec. Making Lab.	1	_____
			_____
		17	

\*\* Select from interest area:

<u>Retailing</u>	<u>Research</u>	<u>Sales (2)</u>	<u>Mat. Mgt.</u>
RETG 337	MKTG 378	MKTG 231	MKTG 365
RETG 339	RETG 339	MKTG 434	MKTG 466
		MKTG 410	
		MKTG 436	

# Select elective from FINC 300, 312, and 323; FINC 322 MUST be completed.

B.S. in Business (Business Adm. Transfer)

The following courses which have not been completed in your associate degree must be taken in addition to the courses specified in the third and fourth year of the transfer program: ECON 221 and ECON 222. Also, students must meet the University's General Education and program requirements.

**65 CREDITS REQUIRED FOR GRADUATION**

1//24/96

**B.S. IN BUSINESS (BUSINESS MANAGEMENT)**  
**(Transfer Program)**  
**Associate Degree Required**

**THIRD YEAR**

**First Semester**

ACCT 201	Prin. of Accounting 1	3	_____
ISYS 105	Microcomputer Appl.*	3	_____
MGMT 301	Applied Management	3	_____
BLAW 301	Legal Environ. of Bus.	3	_____
OSYS 300	Adv. Business Comm.	3	_____
			_____
		15	

**Second Semester**

ACCT 202	Prin. of Accounting 2	3	_____
MGMT 302	Organizational Beh.	3	_____
FINC 322	Financial Management 1	3	_____
ISYS 202	Prin. of Info. System	3	_____
MKTG 321	Prin. of Marketing	3	_____
INTB 310	Intern. Business Sys.	3	_____
			_____
		18	

\* Or proficiency; turn into Free Elective with proficiency.

The following courses which have not been completed in your associate degree must be taken in addition to the courses specified in the third and fourth year of the transfer program: ECON 221 and ECON 222. Also, students must meet the University's General Education and program requirements.

12/18/95

**FOURTH YEAR**

**First Semester**

ACCT 205	Managerial Accounting	3	_____
STQM 260	Intro. to Statistics	3	_____
MGMT 371	Prod./Operations Mgt.	3	_____
MGMT 373	Human Resource Mgt.	3	_____
MGMT 355	Managerial Economics	3	_____
MGMT 405	Mgt. Dec. Making Lab.	1	_____
			_____
		16	

**Second Semester**

MGMT 499	Strat. & Bus. Policy	4	_____
MGMT 305	Superv. & Leadership	3	_____
MGMT 447	Bus. Ethics & Soc. Res.	3	_____
STQM 351	Quality Cont. for Mgt.	3	_____
BLAW 321	Contracts and Sales	3	_____
			_____
		16	

NOTICE REGARDING WITHDRAWAL, RE-ADMISSION, AND INTERRUPTION OF STUDIES: Students who return to the University after an interrupted enrollment must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

**65 CREDITS REQUIRED FOR GRADUATION**

Student Name \_\_\_\_\_ Student No. \_\_\_\_\_

## B.S. DEGREE IN BUSINESS COMPUTER INFORMATION SYSTEMS TRANSFER Suggested Course Sequence

### THIRD YEAR

First Semester:

MGMT 301	Applied Management	3	___
MKTG 321	Princ. of Marketing	3	___
ISYS	First Emphasis Class	3-4	___
OSYS 300	Advanced Bus. Comm.	3	___
#Elective		3	___
STQM 260	Intro. to Statistics	3	___
		18-19	___

Second Semester:

FINC 322	Financial Mgmt. I	3	___
ISYS 350	Telecommunications	3	___
LAWB 321	Contracts & Sales	3	___
ISYS 330	Syst. Anal. & Design	3	___
#Elective		3	___
		15	___

### FOURTH YEAR

First Semester:

ISYS Elective (300/400 level)		3	___
ISYS Second Emphasis Class		3-4	___
ISYS 430	Syst. Des. & Imp.	3	___
#Electives (300/400/500)		6	___
		15-16	___

Second Semester:

ISYS 499	Advanced Syst. Design	3	___
STQM 341	Management Science	3	___
*Soc. Aware. Non-Econ. (300/400)		3	___
#Electives (300/400/500)		6	___
		15	___

#### •126-129 CREDITS REQUIRED FOR GRADUATION

This checksheet was designed to help you monitor your progress. Credit hours are indicated next to each course. Use: Left column: Mark courses completed: / or grade, mark courses transferred into FSU: TR Right Column: Mark semester the course was taken, i.e.: F93, W93, S93

\*Social Awareness/Non-Economic such as  
PLSC 323, PLSC 331, PLSC 341

#### NOTICE REGARDING WITHDRAWAL, RE-ADMISSION, AND INTERRUPTION OF STUDIES:

Students who return to the University after an interrupted enrollment must normally meet the requirements of the curriculum which are in force at the time of their return, not the requirements which were in effect when they were originally admitted.

**TRANSFER STUDENTS MUST HAVE COMPLETED:**  
ACCT 201, 202; ECON 221, 222; ISYS 100, 101, 105, 200, 210, and 220; MATH 115.

(See reverse side for recommended electives.)

#### AVAILABLE EMPHASIS CHOICES: (ONE REQUIRED)

1. Mainframe:  
First: ISYS 340 4 cr.  
Second: ISYS 400 3 cr.
2. Midrange:  
First: ISYS 360 4 cr.  
Second: ISYS 365 4 cr.
3. Micro:  
First: ISYS 314 3 cr.  
Second: ISYS 414 3 cr.
4. PC Support:  
First: ISYS 305 3 cr.  
Second: ISYS 405 3 cr.  
Third: ISYS 410 3 cr.



**#Recommended Electives** (at least 12 credits from courses 300 level or higher)

ISYS 305 Micro. Software Appl.  
ISYS 310 IBM Mainframe Assem.  
ISYS 314 Interactive C++ Prog.  
ISYS 340 Advanced COBOL  
ISYS 360 Midrange Computing I  
ISYS 365 Midrange Computing II  
ISYS 370 PL/1 Programming  
ISYS 400 Data Base Implement.  
ISYS 405 Micro. Hardware Sys.  
ISYS 410 Local Area Networks  
ISYS 414 C++ and Data Base Prog.  
ISYS 491 Co-op Education 1-6 cr.

OSYS 310 Business Report Writing  
OSYS 409 Adv. Business Pres.

ACCT 321 Cost Accounting 1  
ACCT 322 Cost Accounting 2  
ACCT 310 Inter. Acctg. 1  
ACCT 431 Acctg. Sys. & Controls  
ACCT 441 Auditing 1  
MFGE 441 Production Control  
MGMT 310 Small Bus. Mgt.  
MGMT 371 Prod./Operations Mgt.  
MGMT 380 Business Forecasting  
MKTG 365 Transportation  
MKTG 466 Purchasing  
MKTG 472 Physical Dist. Mgt.

Students may wish to consider other business areas, such as finance, manufacturing, or retail services, and select their electives based on those interests.

**B.S. IN BUSINESS (FINANCE)**  
**(Transfer Program)**  
**Associate Degree Required**

**THIRD YEAR**

**First Semester**

MGMT 301 Applied Management	3	_____
FINC 300 Math. of Finance	3	_____
FINC 312 Fin. Mkts. & Instit.	3	_____
ACCT 310 Intermediate Acct. 1	3	_____
STQM 260 Intro. to Statistics	3	_____
		_____
	15	

**Second Semester**

Free Elective*	3	_____
FINC 220 Real Estate Finance	3	_____
FINC 322 Financial Mgt. 1	3	_____
MGMT 302 Organizational Beh.	3	_____
MKTG 321 Prin. of Marketing	3	_____
STQM 322 Infer. Statistics	3	_____
		_____
	18	

\* May be used to fulfill General Education or other program requirements.

NOTICE REGARDING WITHDRAWAL, RE-ADMISSION, AND INTERRUPTION OF STUDIES: Students who return to the University after an interrupted enrollment must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

12/18/95

**FOURTH YEAR**

**First Semester**

FINC 323 Financial Mgt. 2	3	_____
FINC 451 Investment Prin.	3	_____
OSYS 300 Adv. Business Comm.	3	_____
MGMT 371 Prod./Oper. Mgt.	3	_____
BLAW 301 Legal Env. of Bus.	3	_____
		_____
	15	

**Second Semester**

MGMT 499 Strategy & Bus. Policy	4	_____
FINC 465 Problems in Finance	3	_____
Free Elective*	3	_____
ECON 321 Money and Banking	3	_____
FINC 454 Portfolio Mgt.	3	_____
		_____
	16	

Any of the following courses which have not been completed in your associate degree must be taken in addition to the courses specified in the third and fourth year of the transfer program: ACCT 201, ACCT 202, ISYS 202, ECON 221, ECON 222, ISYS 105 or proficiency. Also, students must meet the University's General Education and program requirements.

**64 CREDITS REQUIRED FOR GRADUATION**

**B.S. IN BUSINESS (HUMAN RESOURCE MANAGEMENT)**  
**(Transfer Program)**  
**Associate Degree Required**

**THIRD YEAR**

**FOURTH YEAR**

**First Semester**

ACCT 201	Principles of Acct. 1	3	_____
ISYS 202	Prin. of Info. Sys.	3	_____
MGMT 301	Applied Management	3	_____
MGMT 373	Human Resource Mgt.	3	_____
OSYS 300	Adv. Business Comm.	3	_____
			_____
		15	

**Second Semester**

ACCT 202	Prin. of Acct. 2	3	_____
MGMT 302	Organizational Beh.	3	_____
MGMT 374	Wage and Salary Admin.	3	_____
BLAW 301	Legal Environ. of Bus.	3	_____
FINC 322	Financial Mgt. 1	3	_____
ISYS 105	Microcomputer Appl.	3	_____
			_____
		18	

The following courses which have not been completed in your associate degree must be taken in addition to the courses specified in the third and fourth year of the transfer program: ECON 221 and ECON 222. Also, students must meet the University's General Education and program requirements.

NOTICE REGARDING WITHDRAWAL, RE-ADMISSION, AND INTERRUPTION OF STUDIES: Students who return to the University after an interrupted enrollment must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

**First Semester**

Major Elective*		3	_____
MGMT 371	Prod./Operations Mgt.	3	_____
MGMT 375	Collective Bargaining	3	_____
MGMT 473	Seminar in H.R. Mgt.	1	_____
MKTG 321	Prin. of Marketing	3	_____
BLAW 421	Labor Law	3	_____
			_____
		16	

**Second Semester**

MGMT 376	Selection & Evaluation	3	_____
MGMT 499	Strategy & Bus. Policy	4	_____
ECON 331	Labor Econ. & Lab. Rel.	3	_____
STQM 260	Intro. to Statistics	3	_____
Major Elective*		3	_____
			_____
		16	

\* To be selected from the list of recommended Major Electives:

COMM 205	EDUC 405	IEHM 322
COMM 221	EDUC 406	IEHM 330
COMM 333	EDUC 310	IEHM 332
COMM 365	PSYC 310	INSR 375
MGMT 305	PSYC 326	SOCY 122
MGMT 447	PSYC 325	
MGMT 470	PSYC 331	

**65 CREDITS REQUIRED FOR GRADUATION**

**B.S. IN BUSINESS (INSURANCE)**  
**(Transfer Program)**  
**Associate Degree Required**

**THIRD YEAR**

**First Semester**

INSR 243	Prin. of Risk Mgt/Ins	3	_____
ACCT 201	Prin. of Accounting 1	3	_____
ISYS 202	Prin. of Info. System	3	_____
MGMT 301	Applied Management	3	_____
BLAW 301	Legal Env. of Bus.	3	_____
			_____
		15	

**Second Semester**

INSR 284	Personal Insurance	3	_____
ACCT 202	Prin. of Acct. 2	3	_____
ISYS 105	Micro. Applications*	3	_____
MGMT 302	Organizational Beh.	3	_____
FINC 300	Math. of Finance	3	_____
STQM 260	Intro. to Statistics	3	_____
			_____
		15	

\* Or proficiency; turn into free elective with proficiency.

12/18/95

**FOURTH YEAR**

**First Semester**

INSR 308	Insurance Co. Oper.	3	_____
INSR 338	Prop. & Cas. Ins.	3	_____
OSYS 300	Adv. Business Comm.	3	_____
MKTG 321	Prin. of Marketing	3	_____
FINC 322	Financial Mgt. 1	3	_____
MGMT 371	Prod./Oper. Mgt.	3	_____
			_____
		18	

**Second Semester**

INSR 375	Empl. Ben. & Pens.	3	_____
INSR 458	Sem. Risk Mgt. & Ins.	3	_____
STQM 322	Infer. Statistics	3	_____
MGMT 499	Strategy & Bus. Policy	4	_____
BLAW 321	Contracts and Sales	3	_____
			_____
		16	

NOTICE REGARDING WITHDRAWAL, RE-ADMISSION, AND INTERRUPTION OF STUDIES: Students who return to the University after an interrupted enrollment must normally meet the requirements of the curriculum which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

B.S. in Business (Insurance Transfer)

Any of the following courses which have not been completed in your associate degree must be taken in addition to the courses specified in the third and fourth year of the transfer program: ECON 221, ECON 222 and SOCY 121. Also, students must meet the University's General Education and program requirements.

**64 CREDITS REQUIRED FOR GRADUATION**

12/18/95

NAME \_\_\_\_\_ ADVISOR \_\_\_\_\_ EXPECTED DATE OF GRADUATION \_\_\_\_\_

FERRIS STATE UNIVERSITY  
B.S. BUSINESS  
MARKETING TRANSFER PROGRAM

**THIRD YEAR**

**FOURTH YEAR**

**First Semester**

**Cr.Hr.**

ADVG 222 - Principles of Advertising	3 _____
MKTG 231 - Professional Selling	3 _____
ENGL 311 - Advanced Technical Writing [ENGL 211/250]	3 _____
ISYS 202 - Principles of Information Systems	3 _____
STQM 260 - Introduction to Statistics [MATH 115]	3 _____
MKTG 321 - Principles of Marketing [ECON 221]	3 _____
	18

**First Semester**

**Cr. Hr.**

MKTG 425 - Marketing Research [MKTG 321, STQM 260]	3 _____
MKTG 473 - Marketing Cases & Problems [MKTG 321]	<b>OR</b>
MKTG 476 - Marketing Strategy [MKTG 425, Senior]	3 _____
MKTG 365 - Transportation [MKTG 321]	3 _____
LAWB 321 - Contracts & Sales	3 _____
FINC 322 - Financial Management [MATH 115, ACCT 202]	3 _____
	15 18

**Second Semester**

OSYS 300 - Adv. Business Communication [ENGL 250]	3 _____
MGMT 301 - Applied Management	3 _____
MKTG 322 - Consumer Behavior [MKTG 321, PSYC 150]	3 _____
MKTG 378 - Mktg Data Analysis [STQM 260, MKTG 321]	<b>OR</b>
MKTG 430 - Analytical Mktg Tech [STQM 260, MKTG 321]	3 _____
+ _____ - 300/400 level Soc. Awareness Elective	3 _____
* _____ - Marketing Elective	3 _____
	18

**Second Semester**

MKTG 499 - Marketing Policy [Last semester senior]	3 _____
MKTG 441 - International Marketing [MKTG 321]	3 _____
* _____ - Marketing Elective	3 _____
* _____ - Marketing Elective	3 _____
* _____ - Marketing Elective	3 _____
	15

**Total hours required for graduation**

**66**

**Notes:**

+ - If the general education global consciousness requirement has not been met, this elective must meet this requirement.

\* - Choose from: ADVG 486, MKTG 341, MKTG 383, MKTG 436, MKTG 472, RETG 337, MKTG 375, MKTG 410, MKTG 466, or MKTG 485

**MARKETING**  
**2 Year Transfer Program**

**1. Entrance Requirements**

- A. The applicant must have an associate degree from any accredited institution.
- B. If the following courses have not been completed in the associate's degree, then they must be taken in addition to the required courses.

ECON 221 Principles of Economics I (Macro)  
ECON 222 Principles of Economics II (Macro)  
PSYC 150 Introduction to Psychology  
SOCY 121 Introduction to Sociology  
ACCT 201 Principles of Accounting I  
ACCT 202 Principles of Accounting II  
MATH 122 Math Analysis for Business

**2. Graduation Requirements**

- A. The FSU General Education requirements must be completed. If this requirement has not been met in the associate degree, then necessary courses must be completed in addition to the required courses specified in the transfer program. See FSU general education checklist for the baccalaureate degree.
- B. Students must replace required courses taken in the associate degree with courses approved by an academic advisor.
- C. A cumulative honor point average of 2.00 or better is required for graduation in: 1) all course work taken; 2) all course work taken in the major; and 3) all course work taken in the business core.
- D. Students who interrupt their studies and are absent from the University for one or more semesters, OR those who change curriculum while pursuing a degree at Ferris, are subject to the following University policy: **STUDENTS WHO RETURN TO THE UNIVERSITY AFTER AN INTERRUPTED ENROLLMENT (NOT INCLUDING SUMMER SEMESTER) MUST NORMALLY MEET THE REQUIREMENTS OF THE CURRICULUM WHICH ARE IN FORCE AT THE TIME OF THEIR RETURN, NOT THE REQUIREMENTS WHICH WERE IN EFFECT WHEN THEY WERE ORIGINALLY ADMITTED.**

NAME \_\_\_\_\_ ADVISOR \_\_\_\_\_ EXPECTED DATE OF GRADUATION \_\_\_\_\_

FERRIS STATE UNIVERSITY  
 B.S. IN BUSINESS  
 MARKETING SALES TRANSFER PROGRAM

THIRD YEAR

<u>First Semester</u>		<u>Cr. Hrs.</u>
OSYS 300	Advanced Business Comm. [ENGL 250]	3 _____
ISYS 202	Principles of Information Systems	3 _____
MKTG 321	Principles of Marketing [ENGL 221]	3 _____
STQM 260	Introduction to Statistics [MATH 115]	3 _____
ENGL 311	Advanced Technical Writing [ENGL 250/211]	3 _____
MKTG 231	Professional Selling	3 _____
		18

Second Semester

ADVG 222	Principles of Advertising	3 _____
MKTG 322	Consumer Behavior [MKTG 321, PSYC 150]	3 _____
COMM 205	Effective Listening	3 _____
FINC 322	Financial Mgmt [MATH 115, ACCT 202]	3 _____
LAWB 321	Contracts & Sales	3 _____
MGMT 301	Principles of Management	3 _____
		18

FOURTH YEAR

<u>First Semester</u>		<u>Cr. Hrs.</u>
_____	300/400-level Social Aware. Elec (Note 1)	3 _____
MKTG 425	Marketing Research [MKTG 321, STQM 260]	3 _____
COMM 332	Persuasive Speaking	3 _____
MKTG 432	Intermediate Selling	3 _____
MKTG 436	Sales Management [MKTG 231, MKTG 321]	3 _____
		15

Second Semester

MKTG 434	Advanced Selling [MKTG 231, MKTG 434, Senior Status]	3 _____
MKTG 466	Purchasing [MKTG 321]	3 _____
MKTG 499	Marketing Policy [Last semester senior]	3 _____
_____	Marketing Elective (Note 2)	3 _____
_____	Marketing Elective (Note 2)	3 _____
		15

**Credit hours required for graduation 66**

**NOTES:**

1. If the general education global consciousness requirement has not been met, this elective must meet this requirement.

2. Choose from:

ADVG 486	Advertising Management, 3 cr.	MKTG 410	Industrial Marketing, 3 cr.	MKTG 491	Co-op Education, 1-9 cr.
MKTG 365	Transportation, 3 cr.	MKTG 441	International Marketing, 3 cr.	PREL 340	Public Relations Prin., 3 cr.
MKTG 378	Marketing Data Analysis, 3 cr.	MKTG 473	Cases & Problems, 3 cr.	RETG 337	Prin. of Retailing, 3 cr.
MKTG 383	Direct Marketing, 3 cr.	MKTG 485	Direct Marketing Campaigns, 3 cr.		



## **B.S. IN BUSINESS - MARKETING SALES TRANSFER PROGRAM (continued)**

### **1. Entrance Requirements:**

- A. The applicant must have an associate degree from any accredited institution.
- B. If the following courses have not been completed in the associate's degree, then they must be taken in addition to the required courses:
  - ECON 221 Principles of Economics I
  - ECON 222 Principles of Economics II
  - PSYC 150 Introduction to Psychology
  - SOCY 121 Introduction to Sociology
  - ACCT 201 Principles of Accounting I
  - ACCT 202 Principles of Accounting II

### **2. Graduation Requirements:**

- A. The FSU General Education requirements must be completed. If this requirement has not been met in the associate degree, then necessary courses must be completed in addition to the required courses specified in the transfer program. See FSU general education checksheet for the baccalaureate degree.
- B. Students must replace required courses taken in the associate degree with courses approved by an academic advisor.
- C. A cumulative honor point average of 2.00 or better is required for graduation in 1) all course work taken; 2) all course work taken in the major; and 3) all course work taken in the business core.
- D. Students who interrupt their studies and are absent from the University for one or more semesters, OR those who change curriculum while pursuing a degree at Ferris, are subject to the following University policy: **STUDENTS WHO RETURN TO THE UNIVERSITY AFTER AN INTERRUPTED ENROLLMENT (NOT INCLUDING SUMMER SEMESTER) MUST NORMALLY MEET THE REQUIREMENTS OF THE CURRICULUM WHICH ARE IN FORCE AT THE TIME OF THEIR RETURN, NOT THE REQUIREMENTS WHICH WERE IN EFFECT WHEN THEY WERE ORIGINALLY ADMITTED.**

NAME \_\_\_\_\_ ADVISOR \_\_\_\_\_ EXPECTED DATE OF GRADUATION \_\_\_\_\_

**FERRIS STATE UNIVERSITY  
B.S. BUSINESS  
PUBLIC RELATIONS TRANSFER PROGRAM**

**THIRD YEAR**

**First Semester**

ADVG 222 - Principles of Advertising	3 _____
ENGL 321 - Advanced Composition [ENGL 250/211]	OR _____
ENGL 322 - Creative Writing [ENGL 250/211]	OR _____
ENGL 323 - Proposal Writing [ENGL 311/321]	3 _____
JRNL 121 - Reporting	3 _____
STQM 260 - Introduction to Statistics [MATH 115]	3 _____
MKTG 321 - Principles of Marketing [ECON 221]	3 _____
PREL 340 - Principles of Public Relations	3 _____
	18

**Second Semester**

OSYS 300 - Adv. Business Communication [ENGL 250]	3 _____
MKTG 322 - Consumer Behavior [MKTG 321, PSYC 150]	3 _____
ADVG 334 - Fundamentals of Media [ADVG 222]	2 _____
JRNL 122 - Advanced Reporting [JRNL 121]	3 _____
PREL 341 - PR Methods: Print Production [PREL 340*]	3 _____
	14

**FOURTH YEAR**

**First Semester**

ISYS 202 - Principles of Information Systems	3 _____
MGMT 301 - Applied Management	3 _____
PREL 342 - PR Methods: Mtg. Management [PREL 340*]	3 _____
MKTG 425 - Marketing Research [MKTG 321, STQM 260]	3 _____
LAWB 301 - Legal Environment of Business	3 _____
PREL 440 - Public Relations Cases [PREL 340*]	3 _____
	18

**Second Semester**

MKTG 499 - Marketing Policy [Last Semester Senior]	3 _____
FINC 322 - Financial Management [MATH 115, ACCT 202]	3 _____
PREL 455 - Pub. Rel. Campaigns [PREL 341, 342, 440]	3 _____
300/400 Level Social Awareness Elective **	3 _____
MGMT 447 - Business Ethics [Senior Status]	3 _____
PREL 491 - Co-op Education	2 _____
	17

**67 Credit hours required for graduation**

**NOTES:**

\* If the general education global consciousness requirement has not been met, this elective must meet this requirement.

\*\* Prerequisite [PREL 340, a grade of "B" or better in ENGL 150 & 250]

**PUBLIC RELATIONS**  
**2 Year Transfer Program**

**1. Entrance Requirements**

- A. The applicant must have an associate degree from any accredited institution.
- B. If the following courses have not been completed in the associate's degree, then they must be taken in addition to the required courses:

- ECON 221 Principles of Economics I (Macro)
- PSYC 150 Introduction to Psychology
- SOCY 121 Introduction to Sociology
- ACCT 201 Principles of Accounting I
- ACCT 202 Principles of Accounting II

**2. Graduation Requirements**

- A. The FSU General Education requirements must be completed. If this requirement has not been met in the associate degree, then necessary courses must be completed in addition to the required courses specified in the transfer program. See FSU general education checksheet for the baccalaureate degree.
- B. Students must replace required courses taken in the associate degree with courses approved by an academic advisor.
- C. A cumulative honor point average of 2.00 or better is required for graduation in: 1) all course work taken; 2) all course work taken in the major; and 3) all course work taken in the business core.
- D. Students who interrupt their studies and are absent from the University for one or more semesters, OR those who change curriculum while pursuing a degree at Ferris, are subject to the following University policy: STUDENTS WHO RETURN TO THE UNIVERSITY AFTER AN INTERRUPTED ENROLLMENT (NOT INCLUDING SUMMER SEMESTER) MUST NORMALLY MEET THE REQUIREMENTS OF THE CURRICULUM WHICH ARE IN FORCE AT THE TIME OF THEIR RETURN, NOT THE REQUIREMENTS WHICH WERE IN EFFECT WHEN THEY WERE ORIGINALLY ADMITTED.

NAME \_\_\_\_\_ ADVISOR \_\_\_\_\_ EXPECTED DATE OF GRADUATION \_\_\_\_\_

FERRIS STATE UNIVERSITY  
 B.S. BUSINESS - RETAILING TRANSFER PROGRAM

THIRD YEAR

<u>First Semester</u>	<u>Cr.Hr.</u>
RETG 220 - Textiles	3 _____
MKTG 321 - Principles of Marketing [ECON 221]	3 _____
RETG 232 - Home Division Merchandising	3 _____
RETG 229 - Visual Merchandising	3 _____
ADVG 222 - Principles of Advertising	3 _____
MKTG 231 - Professional Selling	3 _____
	18

Second Semester

RETG 226 - Fashion Div. Merchandising [RETG 220]	3 _____
RETG 337 - Principles of Retailing [MKTG 321]	3 _____
MKTG 322 - Consumer Behavior [MKTG 321, PSYC 150]	3 _____
ENGL 321 - Advanced Composition [ENGL 211/250]	3 _____
ISYS 202 - Principles of Info. Systems	3 _____
	15

Summer Semester

RETG 491 - Co-op Education	3 _____
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66 Credit hours required for graduation

FOURTH YEAR

<u>First Semester</u>	<u>Cr.Hr.</u>
RETG 339 - Retail Merchandising [RETG 337]	3 _____
ADVG 485 - Retail Promotion [ADVG 222, RETG 337]	3 _____
STQM 321 - Introduction to Statistics [MATH 115]	3 _____
MGMT 301 - Applied Management	3 _____
BLAW 321 - Contracts & Sales	3 _____
	15

Second Semester

RETG 438 - Retail Management [RETG 339]	3 _____
FINC 322 - Financial Management [MATH 115, ACCT 202]	3 _____
MKTG 499 - Marketing Policy [Last semester senior]	3 _____
+ 300/400 Level Social Aware. Elective	3 _____
OSYS 300 - Adv. Business Communication [ENGL 250]	3 _____
	15

+ If the general education global consciousness requirement has not been met, this elective must meet this requirement.

**RETAILING**  
**2 Year Transfer Program**

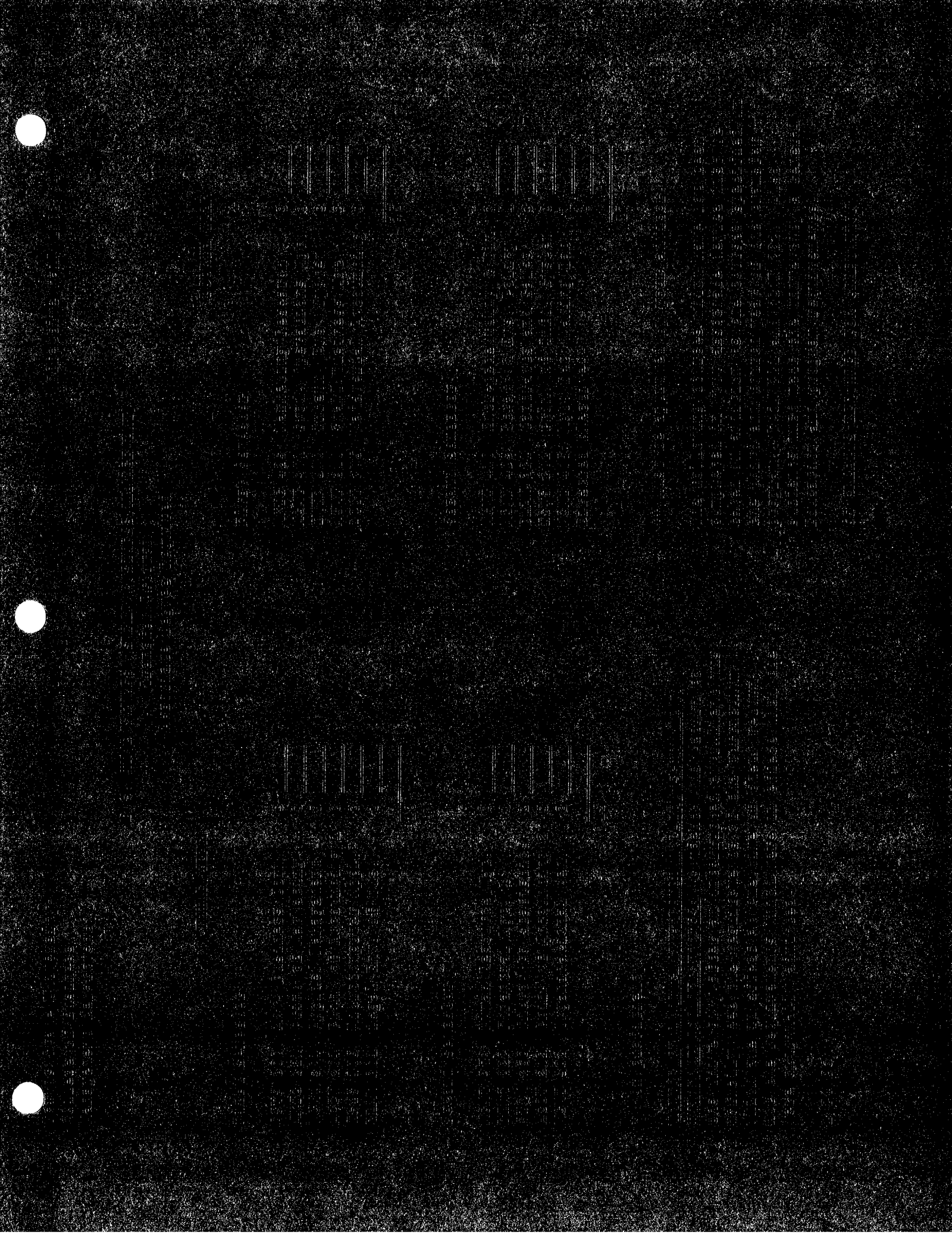
**1. Entrance Requirements**

- A. The applicant must have an associate degree from any accredited institution.
- B. If the following courses have not been completed in the associate's degree, then they must be taken in addition to the required courses.

ECON 221 Principles of Economics I (Macro)  
ECON 222 Principles of Economics II (Macro)  
PSYC 150 Introduction to Psychology  
SOCY 121 Introduction to Sociology  
ACCT 201 Principles of Accounting I  
ACCT 202 Principles of Accounting II

**2. Graduation Requirements**

- A. The FSU General Education requirements must be completed. If this requirement has not been met in the associate degree, then necessary courses must be completed in addition to the required courses specified in the transfer program. See FSU general education checksheet for the baccalaureate degree.
- B. Students must replace required courses taken in the associate degree with courses approved by an academic advisor.
- C. A cumulative honor point average of 2.00 or better is required for graduation in:  
1) all course work taken; 2) all course work taken in the major; and 3) all course work taken in the business core.
- D. Students who interrupt their studies and are absent from the University for one or more semesters, OR those who change curriculum while pursuing a degree at Ferris, are subject to the following University policy: **STUDENTS WHO RETURN TO THE UNIVERSITY AFTER AN INTERRUPTED ENROLLMENT (NOT INCLUDING SUMMER SEMESTER) MUST NORMALLY MEET THE REQUIREMENTS OF THE CURRICULUM WHICH ARE IN FORCE AT THE TIME OF THEIR RETURN, NOT THE REQUIREMENTS WHICH WERE IN EFFECT WHEN THEY WERE ORIGINALLY ADMITTED.**



# Legal Assistant

SCHOOL OF BUSINESS

Ferris State University

Associate in Applied Science Degree



## What do legal assistants do?

Legal assistants assist attorneys in the delivery of legal services. Although they are not lawyers, legal assistants have the knowledge and expertise to do work of legal nature under supervision of an attorney.

For example, a legal assistant may conduct client interviews, locate and interview witnesses, participate in investigations, perform legal research, draft pleadings and documents, summarize depositions and manage law offices.

## What is the job outlook for legal assistants?

Since the early 1980s the legal assistant field has been one of the fastest growing career fields.

Legal assistants find employment with law firms, courts, banks, insurance companies, government offices and corporate legal departments. In addition to the traditional legal assistant jobs,

Ferris graduates have been very successful in utilizing their degrees in a variety of business situations where a law background is beneficial.

Few career fields offer such diversity and rewards after only two years of formal education beyond high school.

## What does Ferris offer?

The Ferris legal assistant program is approved by the American Bar Association. It is an innovative two-year program which prepares students to handle professional responsibilities. Ferris' program is the first legal assistant program in Michigan and one of the oldest in the country.

The objective of the program is to prepare students to become competent legal assistants by providing them with a curriculum that emphasizes a broad-based

knowledge of the law with an emphasis on legal research and writing skills. Students are required to complete courses in legal research, criminal and civil procedure, investigative techniques, drafting legal instruments and substantive law areas. Ferris has an excellent legal collection and research classes are taught in the library. WESTLAW, a computerized legal research database, is available for use by all legal assistant students.

Students are also required to study business courses in accounting, business math, business communications and computers, as well as general education courses in English, political science, speech, psychology and sociology.

Graduates of the program earn an associate degree in applied science. Students may use their credits towards a four-year business degree. The innovative "two plus two" program at Ferris allows legal assistant students to



obtain a bachelor's degree in one of 30 different majors while receiving full credit for all legal assistant classes.

## Who may apply?

Applicants should be capable of better-than-average academic achievement, especially in communication skills. They must have at least a 2.5 GPA prior educational work. A legal assistant must have the highest character because of the important and often confidential nature of the work. Initiative, creativity, maturity and self-discipline are important.

## More information

For more information on the legal assistant program, contact the management department, School of Business, Ferris State University, 901 S. State St., Big Rapids, MI 49307-2295, or call (616) 592-2427.

## General Information

Ferris State University is in its second century as a national leader in career-oriented education. More than 120 educational programs are offered through the Schools of

Allied Health, Arts and Sciences, Business, Education, Pharmacy, and Technology, and the College of Optometry.

A wide variety of student organizations are active on campus, encompassing social, athletic, political, performing arts and religious activities and interests. Arts and cultural events, varsity athletics and an extensive intramural sports program further enrich student life. The University has on-campus residential facilities for about 50 percent of its 11,000-plus students.

Founded in 1884 by Michigan educator and statesman Woodbridge N. Ferris, the University has developed a modern, 600-acre campus in Big Rapids, in west central Michigan's vacation-recreation country.

## How to enroll

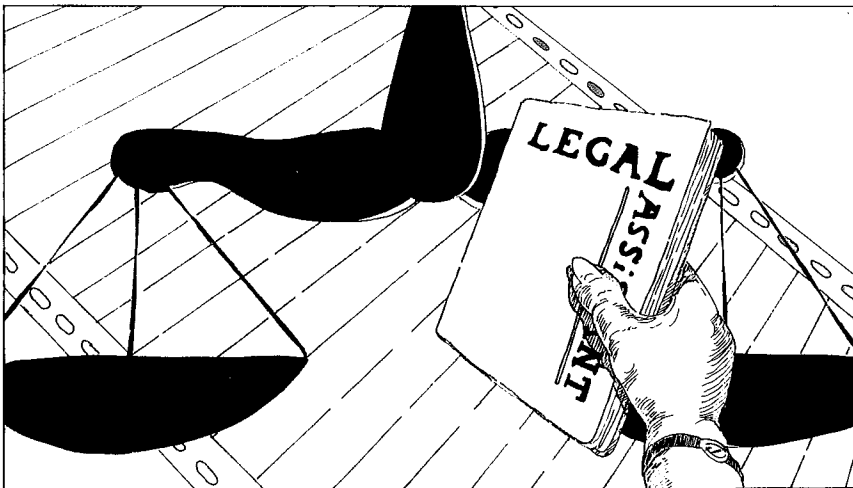
Student applications may be obtained by writing to: Office of Admissions, Ferris State University, 901 S. State Street, Big Rapids, MI 49307-2295. Applications are also available at the offices of Michigan high school and community college counselors.

The completed application must be returned to the admissions office well in advance of the quarter in which the student expects to enroll. Further information may be obtained by calling the admissions office at (616) 592-2100.



## Financial aid

At Ferris, students may qualify for some form of financial aid, including scholarships, grants-in-aid, long-term loans or part-time employment. More than 65 percent of the students presently at Ferris receive financial aid. Another 20 percent may be eligible for financial aid of some form. For more information, write to: Office of Financial Aid, Ferris State University, 901 S. State Street, Big Rapids, MI 49307-2295, or call: (616) 592-2110.



*Ferris State University is an Equal Opportunity/Affirmative Action employer. The University complies with all applicable laws, including Title IX of the Education Amendments of 1972 and the Rehabilitation Act of 1973, which prohibit discrimination in employment, educational programs or admissions on the basis of age, sex, color, race, national origin, handicap or other prohibited matters. Inquiries or complaints may be addressed to: Affirmative Action and Title IX Compliance Office, 210F Prakken Building, Ferris State University, 901 S. State Street, Big Rapids, MI 49307-2295.*



**SITE VISIT REPORT**

**FERRIS STATE UNIVERSITY  
Legal Assistant Program  
September 28-29, 1995**

**Site Visit Team**

Ninette Koehler, Legal Assistant, David Anderson & Associates, P.C.,  
Grand Rapids, Michigan

Jennifer Coté, Chair, American Bar Association Standing  
Committee on Legal Assistants Member and Program Director,  
Legal Assistant Program, Madonna University, Livonia, Michigan

Ferris State University has applied to the American Bar Association for re-approval of its Legal Assistant Program. The initial approval was granted in 1978. The site visit for re-approval was conducted on September 28 and 29, 1995 by Ninette Koehler and Jennifer Coté. The visit consisted of the following activities:

- a meeting with the Program Coordinator, Mr. John Kane
- a meeting with the University President, Dr. William Sederburg
- a meeting with the Interim Dean of the College of Business, Dr. Joseph Rallo and the management Department Chair, Professor Vivian Nazar
- a meeting with the President of the Academic Senate, Professor Russell Moffett
- a meeting with the Provost and Vice-President for Academic Affairs, Dr. Teshome Abebe
- a tour of the law library
- a dinner meeting with the Advisory Committee
- a meeting with students in the program
- a meeting with program graduates
- visitation of two legal specialty classes
- a meeting with representatives from Academic Advising and Placement
- a meeting with legal assistant program faculty
- an exit meeting with the Program Coordinator, the Interim Dean of the College of Business and the Department Chair

## **SECTION I: GENERAL INFORMATION**

### **G-101-107**

Ferris State University is located in Big Rapids, Michigan. The University is a state supported school. The University is fully accredited by the North Central Association of Colleges and Secondary Schools to award associate degrees, bachelor degrees and Master's degrees.

Mr. John Kane, an attorney and full-time faculty member, has been the Program Coordinator since 1985. John Vermeer, an attorney and full-time faculty member, is the assistant coordinator. The program has graduated 620 students since its inception. There are currently 42 students enrolled in the legal assistant major, 40 are full-time students and 2 are part-time students.

In the Fall of 1993 the Administration attempted to eliminate 20 programs from the University offerings. The Legal Assistant program was slated for closure; current and incoming students were notified of the closure. The program enrollment for Fall, 1994 plummeted as a result of this announcement. The faculty, as a whole, sued the University over the proposed eliminations and were successful in receiving a court order that required written criteria be evaluated prior to program elimination. After the evaluation process was conducted six programs were eliminated. The legal assistant program was continued. The program has rebounded well for the short period of time involved.

The American Bar Association site visit was delayed pending the outcome of the lawsuit

and evaluation process. It appeared to the site visitors, after meetings with University leadership, that the program is secure for the future. The Interim Dean verified these findings in a letter at the request of the team chair. See attached Exhibit 1. The University's expenditure of \$25,000.00 to equip a computer lab dedicated to the legal assistant program further confirmed these findings.

## **SECTION II: ORGANIZATION AND ADMINISTRATION**

### **G-201-206**

#### **G-201**

The educational objectives and areas of instructional emphasis of the legal assistant program are clearly set forth in various materials. Included in these materials, and the required course work, are the ethical obligations of the legal assistant profession.

The legal assistant program is allocated funds through state appropriations and from student tuition. There is now every indication that the program will continue. It is an excellent feeder associate degree program for the University because most of the legal assistant program graduates continue at Ferris to receive a Bachelor's degree.

#### **G-202**

The legal assistant program at the University appears to have equal status with other programs within the institution. The program coordinator and assistant coordinator do most of the academic advising for the major. The College of Business academic advisors were familiar with the major and usually referred students to the full-time faculty for advising. This arrangement is a strength of the program. The program has limited secretarial support but the coordinators each have a computer and computer skills. They indicated that the work study students and the secretarial pool worked well for them. Due to budgetary constraints the coordinator has not been funded to attend conferences for about five years. The University did provide funding for the coordinator to attend the October, 1995 American Association for Paralegal Education annual conference in Indianapolis. The site team recommends that the University provide the coordinator with opportunities for professional development by providing funding for attendance at the meetings of the American Association for Paralegal Education. The school administrators now express a great deal of support for the program and the program coordinator is delegated with the authority needed to implement the program. The administrators are aware that this is a popular program and have indicated that they will make efforts to allow additional reallocated time for program coordination. With additional reallocated time the program coordinators could begin to market the program and likely increase enrollments in the program to the levels they were at prior to the attempted discontinuation of the program.

The program coordinator reports to the Chair of the Management Department, who in turn reports to the Interim Dean of the College of Business who in turn reports to the Vice President for Academic Affairs. The program coordinator serves on various committees within the institution. He is currently a member of the Academic Senate and the Ferris faculty bargaining team. The site team recommends that the Interim Dean, the Management Department Chair, the Academic Vice-President and the President of the University continue their support of the program.

#### **G-203**

Adjunct faculty provide the required contact with the local bar associations. A good relationship exists between the program coordinator and potential employers of graduates. The Legal Assistant Advisory Committee is composed of 13 members who are practicing attorneys, practicing paralegals, faculty members, and a member from the general public. The Advisory Committee and the program would both benefit from the addition of new members to the Committee. The Committee meets once per year because most members commute a long distance to attend the meetings. The site team recommends that the Committee be revitalized by the addition of new members. The possibility of adding local practicing attorneys and a local judge were discussed. The members who met with the team seemed interested in the profession and its development.

#### **G-204**

The University has an affirmative action plan in place for both students and faculty and an Affirmative Action Officer is responsible for coordination of the University's Affirmative Action Program. The average percent of minorities in the program is 3%. There are no racial minorities teaching in the program but female adjunct instructors have been utilized. Adjunct faculty are recruited through personal contacts, networking, and recommendations of the Advisory Board. Minority instructors are encouraged to apply.

#### **G-205**

The salary of the program director is on a par with other such positions within the University. The secretarial support is limited but adequate. Salaries for the adjunct faculty are adequate to attract and keep qualified people. There are several instructors who have been with the program for a number of years. The budget for the legal assistant program is contained within the Management Department budget. The University has been under tight budget constraints lately but as a result of the recent restructuring it appears to be on a strong financial footing now. As resources permit additional funds should be budgeted for support of the program. It is recommended that funds be allocated specifically for institutional membership in the American Association for Paralegal Education and to allow the program coordinator to attend conferences offered for paralegal educators.

#### **G-206**

The program is eligible to seek re-approval as it is an accredited University offering a legal assistant program.

### **SECTION III: EDUCATIONAL PROGRAMS**

#### **G-301-303**

#### **G-301 and 302**

Ferris' program was the first legal assistant program in Michigan and is one of the oldest in the country. The program is an excellent blend of legal specialty courses and general education course. The objective of the program is to prepare students to become competent legal assistants by providing them with a curriculum that emphasizes a broad-based knowledge of the

law with an emphasis on legal research and writing skills. Ferris has an excellent legal collection and research classes are taught in the Timme Library. WESTLAW, a computerized legal research database is available for use by all legal assistant students.

Graduates of the program earn an associate degree in applied science. Students may use those credits toward a baccalaureate. The "two plus two" laddering program at Ferris allows legal assistant students to obtain a bachelor's degree while receiving full credit for all legal assistant courses.

Students are told that applicants should be capable of better-than-average academic achievement, especially in communication skills. They must have at least a 2.5 GPA in prior educational work. Ethics is taught in all legal specialty courses with special emphasis during the internship experience.

<b>General Education</b>	<b>Credit hours</b>
COMM 121 Fundamentals of Public Speaking	3
ENGL 150 English 1	3
ENGL 250 English 2	3
MATH 15 Intermediate Algebra	3
Electives:	
Cultural Enrichment	3
Science	3-4
Social Awareness	3
 <b>Major</b>	
LLAW 160 Law in the United States 1	3
LLAW 161 Law in the United States 2	4
LLAW 251 Criminal Law and Procedures	3
LLAW 260 Real Estate Law	3
LLAW 261 Drafting Legal Instruments	3
LLAW 280 Civil Litigation	4
Choose one:	
LLAW 253 Advanced Legal Research/Writing	2
LLAW 291 Practice Studies	2
Additional	
AACT 201 Principles of Accounting 1	3
BLAW 321 Contracts and Sales	3
ISYS 105 Microcomputer Applications	3
Electives:	
Free	12

Minimum semester credit hours required for the legal assistant associate degree: 64

The educational program accomplishes its goals and no exceptions to general education are granted. The site visit team found one or two inconsistencies in course titles and course descriptions and what was actually being covered in the class. The site team therefore recommends that the Program Coordinator review the curriculum to ensure accuracy in course descriptions and course titles. The site team also recommends that the Advisory Committee and the program administrators review the curriculum and consider adding additional legal specialty classes.

#### **Section IV: FACULTY**

##### **G-401-403**

##### **G-401**

John Kane is the Coordinator of the Legal Assistant Program at Ferris State University. Mr. Kane is an attorney, who is a regular, full-time tenured faculty member. He teaches in the program and has been the coordinator since 1985.

Mr. Kane is a very qualified, enthusiastic program coordinator. It was very obvious to the site visitors that he is well liked and respected by students and faculty. Mr. Kane is an excellent administrator and works well with all areas of the college. He remains a vital force in the placement of graduates, particularly through the internship program.

Mr. John Vermeer, also an attorney and full-time faculty member is the assistant coordinator and also teaches in the program.

##### **G-402**

Mr. Kane indicated that his time is allocated between administration (10%), teaching (60%), other program activities (10%) and non-program related activities (20%). Mr. Kane and Mr. Vermeer also do most of the advising for this program. It should be noted that Mr. Kane currently has no reallocated time for program coordination. The Interim Dean indicated that some reallocated time would be granted for supervision of internship students. The site visitors also recommend that some reallocated time be granted to market the program and to continue curriculum development.

Mr. Kane and Mr. Vermeer teach the majority of the legal specialty courses. Practicing attorneys teach some legal specialty courses. The site visitors had an opportunity to meet with several adjunct faculty members. The instructors were enthusiastic, had experience working with legal assistants and appeared to enjoy teaching. Interviews with current students and graduates indicate a high degree of satisfaction with both the administration and instruction of the program. The site team recommends that if additional instructors are needed the program attempt to hire adjunct instructors for the program who are practicing attorneys.

Mr. Kane's and Mr. Vermeer's responsibilities include assisting in the selection of new staff members, designing and developing curriculum, student recruitment and advising, interacting with teaching faculty and students and daily administrative duties.

##### **G-403**

The faculty salaries in the program are adequate to attract competent instructors. Secretarial support for the program is currently provided by a secretarial pool in the Management Department and a work study student assistant. This support is adequate.

## **Section V: ADMISSIONS AND STUDENT SERVICES**

### **G-501-503**

Ferris is an open admission college . While students without a 2.5 GPA in high school or prior college work are not admitted to the program, some exceptions are made at the discretion of Mr. Kane. General education requirements are never waived.

Orientation is performed in two ways. One way is through personal counselling and advice of the law faculty. The other is through course LL160, which introduces students to the program and role of the legal assistant. The counselors are supportive of the Legal Assistant Program and encourage the students to continue their education in the 2 + 2 program.

Placement is handled through both the central placement office and the program. Students and alumni may register with the placement office which publishes weekly job openings. The program coordinator regularly hears from graduates and employers about job opportunities.

These openings are passed along to students, graduates and the placement office. In addition, the program offers an internship. While this is encouraged, it is not a requirement due to the small number of law firms in the Big Rapids area.

## **Section VI: LIBRARY**

### **G-601**

The collection of the legal library is housed within a separate area of the general University library with adequate space for teaching legal research. The law collection is periodically reviewed by the library staff to determine usage and requests for material not found in the collection. The program coordinator is consulted concerning additions or deletions to be made in the collection. The collection is the only complete and up-to-date one in the city and is used by professionals and other community members as well as students. The library has two WESTLAW terminals which are available during off peak hours. The site team recommends that the program investigate the possibility of expanding WESTLAW availability, perhaps with a paralegal program option now available from West. Mr. Kane is looking into making some materials available in the new computer lab in the College of Business building. The students were satisfied with the hours of operation and the completeness of the law collection.

## **Section VII: PHYSICAL PLANT**

### **G-701-703**

The facilities available to the Legal Assistant Program at Ferris are very good. The classrooms are located in the College of Business building. All of the classrooms in the building have transparency projectors and access to other visual materials through audio visual services. In the spring and summer of 1995, the program received money to place two new computers in the library and new computers and furnishings in the computer lab/classroom dedicated to the Legal Assistant Program.

The University has all of the facilities expected of a major four year school and in addition it has a hotel and conference center and a golf course.

## **CONCLUSIONS AND RECOMMENDATIONS**

The Legal Assistant Program at Ferris State University is a well designed two year program. The site team recommends that re-approval be granted. Recognizing that the American Bar Association Guidelines are minimum educational standards for legal assistant education programs, the site visitors make the following recommendations for continued improvement of the program at Ferris State University:

- 1) The site team recommends that the Interim Dean, the Management Department Chair, the Academic Vice-President and the President of the University continue their support of the program.
- 2) That the Advisory Board be revitalized by the addition of new members. (G-202)
- 3) That the University provide the coordinator with opportunities for professional development by providing funding for attendance at the meetings of the American Association for Paralegal Education. (G-205)
- 4) That the Advisory Committee and the program administrators review the curriculum and consider adding additional legal specialty classes. (G-303)
- 5) That the Program Coordinator review the curriculum to ensure accuracy in course descriptions and course titles. (G-301)
- 6) That the program coordinator be granted some reallocated time to market the program and to do curriculum development. (G-402)
- 7) That if additional instructors are needed the program attempt to hire adjunct instructors for the program who are practicing attorneys. (G-403)
- 8) The site team recommends that the program investigate the possibility of expanding WESTLAW availability, perhaps with a paralegal program option now available from West.

## **RESPONSE TO PREVIOUS SITE TEAMS RECOMMENDATIONS:**

- 1) Conference calls for additional Advisory Committee meetings.

The program coordinator is in constant contact with members of the Committee on an informal basis and combined with the once per year meetings the functions of the Committee are being carried out.

- 2) Teach more legal software.

The computer lab recently dedicated to the program will assist the program in being able to present legal specific software and the program coordinator is actively procuring new software.

- 3) Require evaluation of all faculty.

The University contract with tenured faculty does not allow for mandatory evaluation of tenured faculty. Faculty do solicit student input regarding the courses and students indicated no dissatisfaction with methods in use.

- 4) Require an internship.

The geographic location of the University and the fact that most students live on campus makes requiring an internship difficult. In meeting with students and graduates the site team didn't meet anyone who had not done an internship. Even though it is not mandatory students are encouraged to perform an internship and most do.



**FERRIS STATE UNIVERSITY**

October 2, 1995

Jennifer W. Cote  
Madonna University  
36600 Schoolcraft Rd  
Livonia, MI 48150

Dear Jennifer Cote:

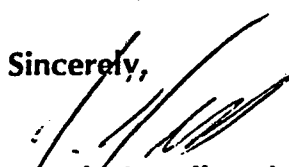
On behalf of the faculty of the College of Business, I wanted to thank you for the professional and congenial manner in which you approached the recent American Bar Association (ABA) site visit for our Legal Assisting program. We are pleased that you intend to recommend the re-accreditation of our program. Your suggestions on future improvements for the program were quite insightful and will give us several guideposts as we review our longterm program goals.

At this time I would also like to reaffirm my personal commitment to the success of the Legal Assisting program within the College of Business. As you noted during your visit, the recent fiscal turmoil which the University faced had an impact on the Legal Assisting program. We are now over that hurdle and planning for the future of the Legal Assisting program.

It is my belief that a program of this stature requires a visible symbol of the College's commitment to its future. During your tour of the building you visited the new lab for the program. That room is the first step in our plans to reinvigorate the Legal Assisting program and to ensure its longterm presence within the College. You have my personal assurance that the College will devote the resources needed to ensure that success.

Thank you again for your positive recommendations in connection with the A.B.A. re-accreditation of our program in Legal Assisting.

Sincerely,



Joseph C. Rallo, Ph.D.  
Interim Dean

pc: Professor John Kane, Legal Assisting Coordinator

COLLEGE OF BUSINESS  
OFFICE OF THE DEAN

119 South Street, Big Rapids, MI 49307-2284  
Phone 616 592-2422 Fax 616 592-3521

# Graduate Survey

1. When did you graduate from Ferris' Legal Assistant Program? 19\_\_

2. What other college degrees have you earned?

Degree \_\_\_\_\_ Year \_\_\_\_\_ School \_\_\_\_\_

Degree \_\_\_\_\_ Year \_\_\_\_\_ School \_\_\_\_\_

3. What is the City \_\_\_\_\_ and State \_\_\_\_\_ of your employment?

4. Your job title is: \_\_\_\_\_

## IF YOU ARE NOT WORKING AS A LEGAL ASSISTANT, PLEASE SKIP TO QUESTION 22

5. Which of the following best describes your employer?

\_\_\_\_\_ Corporation, \_\_\_\_\_ Private Law Firm, \_\_\_\_\_ Government, \_\_\_\_\_ Bank,  
\_\_\_\_\_ Insurance Company, \_\_\_\_\_ Court, \_\_\_\_\_ Other (\_\_\_\_\_)

6. How many Attorneys \_\_\_\_\_ and Legal Assistants \_\_\_\_\_ are employed at your place of employment? If your employer has more than one office, state the numbers for your office only.

7. How long have you held your present position? \_\_\_\_\_

8. What is your primary area of practice?

_____ Bankruptcy	_____ Family Law
_____ Civil Litigation	_____ General Practice
_____ Probate	_____ Tax
_____ Corporate	_____ Real Estate
_____ Criminal	_____ Other (_____)

9. At what hourly rate is your time currently billed? \_\_\_\_\_ hr., or \_\_\_\_\_ N/A

10. What was your starting pay in your first legal assistant position? \_\_\_\_\_

11. What is your present salary? \_\_\_\_\_

12. What fringe benefits do you receive?

\_\_\_\_\_ Medical, \_\_\_\_\_ Dental, \_\_\_\_\_ Pension, \_\_\_\_\_ Life Insurance, \_\_\_\_\_ Bonus,  
\_\_\_\_\_ Paid Vacation, \_\_\_\_\_ Other (Please specify \_\_\_\_\_)

13. How helpful was ABA approval in acquiring your position?

\_\_\_ Very helpful, \_\_\_ Some what helpful, \_\_\_ Did not matter, \_\_\_ Don't know

14. Briefly describe the computer skills you use in your position.

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14a. List the specific computer software that is used in your office. (e.g. Word, Excel, Lotus, etc.)

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15. Do you have Westlaw or Lexis available in your office?  Yes?  No?

16. The objective of the Legal Assistant Program at Ferris is to prepare students to become competent Legal Assistants by providing them with a curriculum that emphasizes communication skills and a strong liberal arts background along with the more traditional legal assistant classes. Based on your experiences, rate, using the following scale, the importance of requiring classes in the listed areas.

1. Very important
2. Important
3. Moderately Important
4. Of Little Importance
5. Eliminate

• Business Math	1	2	3	4	5
• Accounting	1	2	3	4	5
• Speech	1	2	3	4	5
• English & Communications	1	2	3	4	5
• Computer skills	1	2	3	4	5
• Legal Research & Writing	1	2	3	4	5
• Civil Litigation	1	2	3	4	5
• Criminal Litigation	1	2	3	4	5
• Drafting Legal Documents	1	2	3	4	5
• Investigative Techniques	1	2	3	4	5
• Internship	1	2	3	4	5
• Social Sciences (Poli Sci, Soc, Psych, etc.)	1	2	3	4	5

17. Do you feel your education adequately prepared you for entry into the Legal Assistant Profession?  
 Yes  No If no, Please explain.

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18. How do you feel the quality of the Ferris Legal Assistant Program compares with the quality of other Legal Assistant Programs?  Much better  About the same  Worse  Don't know

19. How advantageous is it to have a Bachelor's degree in order to obtain employment as a Legal Assistant?  Very important  Important  No Difference  A disadvantage
20. Do you feel a Bachelor's degree is beneficial in obtaining advancement in the Legal Assistant profession?  Very important  Important  No Difference  A disadvantage
21. What recommendations do you have for improving the Ferris Legal Assistant Program?

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**QUESTIONS 22 THROUGH 25 – TO BE ANSWERED BY GRADUATES WHO ARE NOT PRESENTLY WORKING AS LEGAL ASSISTANTS.**

22. Has your legal assistant education benefited you in your current position?  Yes  No

Explain. \_\_\_\_\_

23. Do you believe your legal assistant education was a positive factor in your employer's decision to hire you?  Yes  No  Don't know

24. What are the reasons you are not presently working as a legal assistant?

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25. Have you worked as a legal assistant at any time since graduating from Ferris?

Yes, (please state dates of employment \_\_\_\_\_)

No

**If you answered yes, please complete questions 16 through 21.**

**Thank you for taking the time to complete this survey. Please write any further comments in the space below and return the survey in the enclosed envelope.**

**RESULTS OF 1989 LEGAL ASSISTANT SURVEY  
Ferris State University**

In the spring and summer of 1989, two hundred surveys were mailed to a representative group of legal assistants who graduated between 1981 and 1987. 84 responses were received. Following are the results.

1. Year Graduated

1981 - 8  
1982 - 17  
1983 - 8  
1984 - 9  
1985 - 11  
1986 - 18  
1987 - 10  
not indicated - 3

2. Graduates with a Bachelor's Degree

55 of 84 graduates have Bachelor degrees  
44 received their Bachelor's degree from FSU  
11 received their Bachelor's degree from other universities.

3. Job Title - Law Related

29 Legal Assistants  
6 Legal Secretaries  
2 Attorneys  
2 Court Clerks  
1 Trust Assistant  
1 Contracts Administrator  
1 Tax Representative  
1 Real Estate Broker

43 Total

41 graduates were in non law related occupations. The most common was insurance adjuster with six.

The following questions were asked of graduates presently employed as Legal Assistants.

4. Type of employer.

63% Private firms  
14% Corporations  
8% Government unit  
6% Banks & Insurance  
9% Other

Legal Assistant

APRC 1995-1996

section 3 of 5

5. Area of Practice. Graduates indicated the following to be their primary areas of practice. Since some graduates indicated more than one area, they do not add up to 100%.

19.4% Bankruptcy	14.3% Family Law
46.0% Civil Litigation	14.3% General Practice
8.6% Probate	5.7% Tax
28.6% Corporate	22.9% Real Estate
5.7% Criminal	34.3% Other

6. Average hourly billing rate.

\$50 per hour

7. Average 1988 salary by area of specialty, excluding bonus.

Civil Litigation	\$22,614
Probate	\$20,541
Corporate	\$24,120
Family Law	\$18,170
Tax	\$22,500
Real Estate	\$24,175
Other	\$23,416

However, the average salary of graduates working as Legal Assistants who also obtained their Bachelor's degree from Ferris is \$25,586.

8. Fringe benefits.

83% Medical	44% Dental	47% Pension
67% Life Insurance	95% Paid Vacation	47% Bonus

9. How helpful was ABA approval in acquiring your position?

20% Very Helpful  
17% Somewhat Helpful  
29% Did Not Matter  
34% Don't Know

10. Do you have Westlaw or Lexis available in your office?

51% Yes  
49% No

11. Graduates who are presently working as Legal Assistants and graduates who have worked as a Legal Assistant since their graduation were asked to evaluate the following areas of study as:

1. Very Important
2. Important
3. Moderately Important
4. Of Little Importance
5. Eliminate

	1	2	3	4	5
Business Math	22%	33%	29%	9%	7%
Accounting	16%	39%	29%	14%	2%
Speech	70%	24%	4%	2%	-
English & Communications	91%	4%	4%	-	-
Computer Skills	44%	25%	22%	9%	-
Legal Research & Writing	60%	22%	18%	-	-
Civil Litigation	64%	27%	7%	2%	-
Criminal Litigation	35%	33%	21%	11%	-
Drafting Legal Documents	79%	14%	5%	2%	-
Investigative Techniques	58%	27%	9%	6%	-
Internship	51%	22%	17%	7%	3%
Social Sciences (Pol Sci, Soc, Psych.)	2%	25%	57%	16%	-

12. Did your education adequately prepare you for entry into the Legal Assistant profession?

75% Yes  
25% No

13. How do you feel the quality of the Ferris Legal Assistant Program compares with the quality of other Legal Assistant Programs?

51% Much better  
16% About the same  
0% Worse  
33% Don't Know

14. How advantageous is it to have a Bachelor's degree in order to obtain employment as a Legal Assistant?

44% Very Important  
35% Important  
21% No Difference



15. Do you feel a Bachelor's degree is beneficial in obtaining advancement in the Legal Assistant profession?

59% Very Important  
25% Important  
16% No Difference

Questions 16 and 17 were answered by graduates who are not presently working as Legal Assistants.

16. Do you believe your Legal Assistant education was a positive factor in your employer's decision to hire you?

46% Yes  
42% No  
12% Don't Know

17. Have you worked as a Legal Assistant at any time since graduating from Ferris?

26% Yes  
74% No

#### OTHER INTERESTING DATA

By statistically relevant amounts:

Persons working in civil litigation rated Business Math, Speech, Computer, and Civil Litigation classes as significantly more important than graduates working in other areas.

Corporate paralegals were most likely to say a Bachelor's degree was needed to be hired or promoted. They also rated Accounting, English, Computer, Drafting Legal Instruments, and Internship courses higher than graduates working in the other areas.

Legal Assistants working in the general practice area gave significantly higher ratings to Speech, Criminal Litigation, and Investigative Techniques classes than those working in other areas.

Real Estate Paralegals were the most likely to say ABA approval was helpful in obtaining their employment. They also stated a Bachelor's degree was necessary for employment.

**Results Of 1994 Legal Assistant Survey  
Ferris State University**

In November of 1994, 65 surveys were mailed to a representative group of legal assistants who graduated between 1984 and 1994. 36 responses were received. Following are the results.

1. Graduates with Associates Degree

15 students had Associates Degree.

2. Graduates with a Bachelors Degree

24 graduates have Bachelors Degree.  
20 received their Bachelors Degree from FSU.  
4 received their Bachelors Degree from other universities.

3. Graduates with other degrees

1 graduate with a Masters Degree.  
2 graduates with a J. D. Degree.

4. Job Titles - Law related

14 Legal Assistants  
1 Legal Secretary  
1 Case Developer  
1 Legal Advocate  
1 Law Clerk  
2 Attorneys

20 Total

13 graduates were in non-law related occupations.  
3 graduates were not working.

**The following questions were asked of graduates presently employed as Legal Assistants.**

5. Area of practice

7 Civil Litigation  
3 Probate  
1 Corporate  
2 Criminal  
3 Family Law  
4 General Practice

6. Average hourly billing rate

\$55.00

7. Average 1994 salary for Legal Assistants

\$26,337 Legal Assistants

8. Fringe benefits for Legal Assistants

14 Medical      8 Dental      8 Pension  
 10 Life Insurance      12 Paid Vacation  
 7 Bonus

Other benefits listed included: optical, education, expense account, maternity and family leave time, deferred compensation.

9. How helpful was ABA approval in acquiring your position?

7 Very helpful  
 2 Somewhat helpful  
 3 Did not matter  
 3 Don't know  
 5 No response

10. Do you have Westlaw or Lexis available in your office?

50% Yes  
 50% No

In addition to the Legal Assistants, one Legal Secretary and one Law Clerk had access to Westlaw or Lexis.

11. Graduates who are presently working as Legal Assistants and graduates who have worked as Legal Assistants since their graduation were asked to evaluate the following areas of study as:

1. Very Important
2. Important
3. Moderately Important
4. Of Little Importance
5. Eliminate

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Business Math	2	5	8	3	2
Accounting	2	8	7	2	1
Speech	11	3	2	3	1
English & Communications	16	3	0	0	1
Computer Skills	17	2	0	0	1
Legal Research & Writing	12	5	2	1	0
Civil Litigation	11	8	1	0	0
Criminal Litigation	6	9	2	3	0
Drafting Legal Documents	17	1	1	1	0
Investigative Techniques	10	5	4	1	0
Internship	13	4	2	0	1
Social Sciences (Pol. Sci., Soc, Psych.)	1	4	11	4	0

20 graduates participated in this section of the survey out of the 36 responses that we received.

12. Did your education adequately prepare you for entry into the Legal Assistant Profession?

17 Yes  
3 No

13. How do you feel the quality of the Ferris Legal Assistant Program compares with the quality of other Legal Assistant Programs?

8 Much Better  
2 About The Same  
0 Worse  
10 Don't Know

14. How advantageous is it to have a Bachelors Degree in order to obtain employment as a Legal Assistant?

7 Very Important  
7 Important  
4 No Difference  
0 A Disadvantage  
2 Graduates did not respond to this question.

15. Do you feel a Bachelors Degree is beneficial in obtaining advancement in the Legal Assistant Profession?

9 Very Important  
7 Important  
4 No Difference  
2 Graduates did not respond to this question.

Questions 16 and 17 were answered by graduates who are not presently working as Legal Assistants.

16. Do you believe your Legal Assistant education was a positive factor in your employer's decision to hire you?

14 Yes  
5 No  
2 Don't Know

17. Have you worked as a Legal Assistant at any time since graduating from Ferris?

11 Yes  
5 No  
6 No Response

## **Other Interesting Data**

The most commonly used computer software programs were:

Word Perfect  
Lotus\Quattro Pro

The most frequently mentioned ideas for improving the Ferris Legal Assistant Program, were:

Longer and Mandatory Internship  
More Document Drafting  
More Computer Skills  
More Factual Summary Writing

1

**Ferris State University  
Employer Survey for Legal Assistant Program**

In order to better evaluate the skills of our graduates and the expectations of employers, Ferris State University asks that you complete the following survey and fax it to (616) 592-3521 or return it in the enclosed envelope. Please feel free to add any information you think would be helpful.

1. Information about the employer.

- \_\_\_\_\_ a. Law firm with \_\_\_\_\_ attorneys
- \_\_\_\_\_ b. Law department of a corporation.
- \_\_\_\_\_ c. Law department of a public agency.  
\_\_\_\_\_  
(description of agency)
- \_\_\_\_\_ d. Other \_\_\_\_\_

2. The current professional title of the graduate is:

\_\_\_\_\_

3. In what area of the law does the graduate work? Please rank the top three.

- |                              |                      |
|------------------------------|----------------------|
| _____ Environmental          | _____ Criminal       |
| _____ Probate                | _____ Bankruptcy     |
| _____ Intellectual Property  | _____ Corporate      |
| _____ Real Estate            | _____ Family         |
| _____ Civil Litigation       | _____ Taxation       |
| _____ Labor                  | _____ Administrative |
| _____ other - please specify |                      |
| _____                        | _____                |

4. Briefly describe the main activities performed by the graduate or attach a job description.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Considering your expectations at the time you hired the graduate, have you been satisfied with his/her overall performance?

Outstanding	Very Good	Average	Marginal	Unsatisfactory
10      9	8      7	6      5	4      3	2      1

Ferris State University  
Employer Survey for Legal Assistant Program  
Page 2

The following questions concern the legal assistant profession and legal assistant education generally, not the graduate employed by your firm/company.

6. Briefly identify the skills you believe are most necessary to be a competent legal assistant. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

7. What do you find to be the most common deficiency in the performance of legal assistants you have hired? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

8. What computer skills do you expect your newly employed legal assistants to have? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Title of person completing this survey. \_\_\_\_\_

Other comments:

**Ferris State University**  
**Employer Survey for the Legal Assistant Program**

In November and December 1994, 20 employers were asked to evaluate the skills of F.S.U. Legal Assistant graduates. Nine employers responded. The results are as followed:

1. Information about the employer:

- 3 Public Agencies
- 5 Law Firms
- 1 Corporate Legal Department

2. Professional title of the graduate:

- 6 Legal Assistant
- 1 Case Developer
- 1 Paralegal/Secretary
- 1 Victim's Rights Coordinator

3. Areas of law where the graduate works:

- Civil Litigation
- Family
- Probate
- Criminal
- Corporate
- Environmental
- Real Estate
- Labor

4. Activities performed by the graduate:

- Legal research and writing
- Document preparation and review
- Litigation support

5. Satisfaction with the graduate's skills:

On a 1 to 10 scale, with 10 being outstanding, the overall employer satisfaction rating was 9.5.

6. Skills that employers believe are needed by a competent Legal Assistant:

- Research and writing
- Client contact skills
- Interviewing and investigation skills
- People skills
- Communication skills (both oral and written)
- Organizational skills
- Ability to work independently
- Ability to be a team member



Attention to detail  
Knowledge of legal procedure  
Work ethic

7. Performance deficiencies employers have noticed in Legal Assistants they have hired:

Writing skills.

Initiative - ability to perform a project which requires new skills or knowledge.

Inability to get out of the secretarial mindset.

Need more knowledge about forms used in the legal profession.

Inadequate research skills.

8. Computer skills required of Legal Assistants

Word processing - WordPerfect

WESTLAW

E:Mail

Lotus

General keyboard and computer skills

Database management

**EMPLOYER'S EVALUATION OF CO-OP STUDENT**  
**FERRIS STATE UNIVERSITY -- LEGAL ASSISTANT PROGRAM**

NAME OF STUDENT \_\_\_\_\_ TERM \_\_\_\_\_ YEAR \_\_\_\_\_  
COOPERATING FIRM \_\_\_\_\_ STARTING DATE \_\_\_\_\_ ENDING DATE \_\_\_\_\_

**INSTRUCTIONS:** The immediate supervisor should complete the following evaluation by comparing the student with other students of comparable academic level, with other personnel assigned to the same or similarly classified jobs, or with established standards.

If your own rating form is preferred, please feel free to attach a copy in lieu of completing the form below.

Please enclose the completed form in the envelope provided.

**1. RELATIONS WITH OTHERS**

- 11 Exceptionally well accepted
- 9 Works well with others
- 3 Gets along satisfactorily
- \_\_\_ Has some difficulty working with others
- \_\_\_ Very difficult - chip on shoulder or arrogant

**2. JUDGEMENT**

- 8 Exceptionally mature
- 7 Above average in decision making
- 7 Usually makes right decisions
- \_\_\_ Often uses poor judgement
- \_\_\_ Consistently uses bad judgement

**3. ABILITY TO LEARN**

- 17 Learns very quickly
- 5 Learns readily
- 1 Average in learning
- \_\_\_ Rather slow to learn
- \_\_\_ Very slow to learn

**4. ATTITUDE: APPLICATION TO WORK**

- 8 Outstanding in enthusiasm
- 11 Very interested and industrious
- 3 Average in diligence and interest
- 1 Somewhat indifferent
- \_\_\_ Definitely not interested

**5. DEPENDABILITY**

- 11 Completely dependable
- 8 Above average in dependability
- 4 Usually Dependable
- \_\_\_ Sometimes neglectful or careless
- \_\_\_ Unreliable

**6. ATTENDANCE**

- 21 Excellent - never missed
- 4 Only missed once with excuse
- 3 Occasionally absent with excuse
- \_\_\_ Erratic in attendance with or without excuse
- \_\_\_ Often absent without excuse

**7. PUNCTUALITY**

- 13 Generally early and never tardy for work
- 9 Arrives on time
- 1 Occasionally slightly tardy
- \_\_\_ Often slightly tardy
- \_\_\_ Often very tardy

**8. QUALITY OF WORK**

- 11 Work of high quality; neat and accurate
- 9 Work consistently well done; rare errors
- 3 Work meets quality standards; some errors
- \_\_\_ Tends to be careless; frequent errors
- \_\_\_ Constant checking and correction needed

**9. INITIATIVE**

- 14 Self starter - often volunteers to do extra work
- 7 Occasionally seeks new tasks or responsibilities
- 1 Routine worker does what is asked but no more
- \_\_\_ Needs some prodding - believes in just getting by
- \_\_\_ Never volunteers to undertake work - requires constant prodding

**10. APPEARANCE AND CARRIAGE**

- 19 Always professional in both appearance and manner
- 3 Appearance and manner professional most of the time
- 1 Either appearance or manner is sometimes unprofessional
- \_\_\_ Appearance or manner poor
- \_\_\_ Slothful in appearance and manner

Continued on overleaf

OVERALL PERFORMANCE: (circle number below)

Outstanding	Very good	Average	Marginal	Unsatisfactory					
10	9	8	7	6	5	4	3	2	1

(8) (7) (4) (3) (1)

Would you consider this type of person for employment? \_\_\_\_\_

yes-20

no-1

N/A-2

The following need not be answered. However, there are often some special considerations that can be of help to both the student and the program.

1. What do you consider the intern's most significant strengths?

2. How could the intern improve?

3. Please use the following space for any additional comments that you would care to make.

Signature of Sponsor \_\_\_\_\_ Date \_\_\_\_\_

What do you consider the intern's most significant strengths?

Positive individual

Works well with others

Fast learner

Follows directions with little or no supervision

Adapted quickly to her environment

Demonstrated excellent comprehension

Pleasant to work with

Willing to put in extra time and effort

Able to work on her own

Tries hard

Intelligent

Thorough and diligent in research

Asks good questions

Good writing skills

Willingness to learn

Dependable

Eager to try new tasks

Able to handle a variety of complex tasks and complete with limited supervision

Not afraid to ask questions

Took initiative to find things to do

Full range of sophisticated computer skills

How could the intern improve?

Doubts ability

Continue to gain experience

Work on writing skills

Improve proof reading skills

Appearance

Improve computer skills

Gain confidence

A more practical educational background based on real world daily activities of a law office paralegal

More experience is needed as a legal assistant in a law firm

**Additional comments**

**Hoped internship was a learning experience**

**Did well**

**Has potential**

**Helpful if professors would give business sponsors guidelines for the tasks each paralegal student is to perform during their internship**

**Conscientious**

**Tries to solve problems before they develop into a crisis situation**

**Attentive and always had a smile**

**Impressed with ability**

**Self-motivated**

**Hard working**

**Would not hesitate to give a recommendation**

## STUDENT PERCEPTIONS OF FERRIS STATE UNIVERSITY LEGAL ASSISTANT PROGRAM

**INSTRUCTIONS:** Rate each item using the following guide:

- E = EXCELLENT** means nearly ideal, top 5 to 10%;
- G = GOOD** is a strong rating, top one-third;
- A = ACCEPTABLE** is average, the middle-third;
- BE = BELOW EXPECTATIONS** is only fair, bottom one-third;
- P = POOR** is seriously inadequate, bottom 5 to 10%;
- DK = Don't Know.**

A comment column has been provided if you wish to explain your rating.

Please Rate Each Item Below	E	G	A	BE	P	DK	Comments
1. Courses in the Legal Assistant Program are:	9	11	2	0	0	0	
• Available and conveniently located.							
• Based on realistic prerequisites.	4	17	1	0	0	0	
2. Written objectives for courses in you program:	6	12	0	1	1	1	
• are available to students.							
• Describe what will be covered in the course.	6	11	2	1	1	1	
3. Teaching methods, procedures and course content:	6	10	2	3	0	0	
• Meet your occupational needs, interests and objectives							
• Provide practice for developing job skills.	5	10	14	1	0	1	
4. Related courses (such as English, Mathematics, Accounting, Economics, etc.) are:	3	8	9	1	1	0	
• Pertinent to occupational instruction.							
• Current and meaningful to you.	2	10	8	0	1	0	
5. Work experience (internship) is:	0	1	4	1	2	14	
• Readily available at convenient locations.							
• Coordinated with faculty	0	3	1	2	0	16	
• Considered by you to be a valuable introduction to a legal field.	10	4	0	0	0	8	
6. Career planning information or assistance:	2	8	3	1	0	8	
• Meets your needs and interests							
• Helps you make career decisions and choices.	2	8	3	2	0	7	
7. Placement services are available to:	1	6	2	1	0	12	
• Help you find employment opportunities.							
• Prepare you to apply for a job.	1	6	2	0	0	13	

Please Rate Each Item Below	E	G	A	BE	P	DK	Comments
8. Instructors in the program:							
● Know the subject matter and occupational requirements.	14	5	3	0	1	0	
● Are available to provide help when you need it.	14	4	3	0	2	0	
● Provide instruction so it is interesting and understandable.	10	7	3	1	1	0	
9. Instructional support services (such as tutoring, library resources) are:							
● Available to meet your needs and interests.	5	10	3	1	0	3	
● Available to all students on an equal basis.	6	9	3	0	0	4	
10. Instructional equipment is:							
● Current and representative of industry.	6	4	2	1	1	8	
● In sufficient quantity to avoid long delays in use.	3	5	2	3	1	8	
● Current and in good condition.	3	6	2	3	0	8	
11. Instructional materials (e.g., textbooks and reference books, is:							
● Available and conveniently located for use as needed.	7	14	0	0	0	1	
● Current and meaningful to the subject.	5	17	0	0	0	0	
● Not biased toward "traditional" sex roles.	9	12	0	0	0	1	
● Available at reasonable cost.	1	12	2	1	4	2	

## FACULTY PERCEPTIONS OF FERRIS STATE UNIVERSITY LEGAL ASSISTANT PROGRAM

**INSTRUCTIONS:** Rate each item using the following guide along with the explanations accompanying each question:

**E = EXCELLENT**

**G = GOOD**

**A = ACCEPTABLE**

**BE = BELOW EXPECTATIONS**

**P = POOR**

**DK = Don't Know.**

A comment column has been provided if you wish to explain your rating.

Please Rate Each Item Below	E	G	A	BE	P	DK	Comments
1. Participation in Development of Program <ul style="list-style-type: none"> <li><i>Excellent</i> – Administrators and others involved in developing and revising the college plan for this occupational program seek and respond to faculty, student and community input.</li> <li><i>Poor</i> – Development of the program does not take into consideration needs or requirements outside of the immediate programmatic needs.</li> </ul>	7	1	0	0	0	2	
2. Course Objectives <ul style="list-style-type: none"> <li><i>Excellent</i> – Objectives have been developed for the courses in the legal assisting program and are used to plan and organize instruction.</li> <li><i>Poor</i> – No objectives have been developed for the courses in the program.</li> </ul>	9	0	0	0	0	1	
3. Use of Information on Labor Market Needs: <ul style="list-style-type: none"> <li><i>Excellent</i> – Current data on labor market needs and emerging trends in the job market are used in developing and evaluating this program.</li> <li><i>Poor</i> – Labor market data is not used in planning or evaluation.</li> </ul>	8	1	0	0	0	1	
4. Use of American Bar Association Standards <ul style="list-style-type: none"> <li><i>Excellent</i> – The ABA standards for approval are used in planning and evaluating this program and content of its courses.</li> <li><i>Poor</i> – No recognition is given to ABA standards in planning and evaluating this program and content of its courses.</li> </ul>	6	0	0	0	0	4	
5. Use of Student Follow-Up Information <ul style="list-style-type: none"> <li><i>Excellent</i> – Current follow-up on graduates and those who do not complete all of the program are consistently used in evaluating this program.</li> <li><i>Poor</i> – Student follow-up information has not been used in evaluating this program.</li> </ul>	5	0	0	0	0	4	
6. Relevance of Supportive Courses <ul style="list-style-type: none"> <li><i>Excellent</i> – Applicable supportive courses (such as communications, computer usage, accounting, etc.) are relevant to program goals and current to the needs of students.</li> <li><i>Poor</i> – Supportive course content reflects no planned approach to meeting needs of students in this program.</li> </ul>	10	0	0	0	0	0	



Please Rate Each Item Below	E	G	A	BE	P	DK	Comments
7. Provision for Work Experience/Cooperative Education <ul style="list-style-type: none"> <li><i>Excellent</i> – Ample opportunities are provided for related work or co-op experience is available for students.</li> <li><i>Poor</i> – Few opportunities are provided to students for related work or co-op experience.</li> </ul>	7	0	2	0	0	2	
8. Program Availability and Accessibility <ul style="list-style-type: none"> <li><i>Excellent</i> – Students and potential students desiring enrollment in this program are identified through recruitment activities, treated equally in enrollment selection, and not discouraged by unrealistic prerequisites. The program is readily available and accessible at convenient times and locations.</li> <li><i>Poor</i> – The program is not available or accessible to most students seeding enrollment. Improper discriminatory selection procedures are practiced.</li> </ul>	6	2	0	0	0	0	
9. Efforts to Achieve a Bias Free Environment <ul style="list-style-type: none"> <li><i>Excellent</i> – Emphasis is given to assuring that no illegal or improper bias (whether it be sex, race or other) occurs in this program.</li> <li><i>Poor</i> – Improper bias appears to be the norm.</li> </ul>	10	0	0	0	0	0	
10. Provision for Program Advisement <ul style="list-style-type: none"> <li><i>Excellent</i> – Instructors in the program advise students on program and course selection. Registration procedures facilitate course selection and sequencing.</li> <li><i>Poor</i> – Instructors make no provision for advising students on course and program selection.</li> </ul>	10	0	0	0	0	0	
11. Provision for Career Planning and Guidance <ul style="list-style-type: none"> <li><i>Excellent</i> – Students in this program have ready access to career planning and guidance services.</li> <li><i>Poor</i> – Little or no provision is made for career planning and guidance services for students enrolled in this program.</li> </ul>	7	1	0	0	0	2	
12. Adequacy of Instructional Facilities <ul style="list-style-type: none"> <li><i>Excellent</i> – Instructional facilities and equipment meet the program objectives and student needs.</li> <li><i>Poor</i> – Facilities and equipment for this program generally are restrictive ,dysfunctional, or overcrowded.</li> </ul>	5	4	0	0	0	1	
13. Use of Advisory Committees <ul style="list-style-type: none"> <li><i>Excellent</i> – The advisory committee for this program is active and representative of the occupation.</li> <li><i>Poor</i> – The advisory committee for this program is not representative of the occupation and is not functional.</li> </ul>	7	0	0	0	0	2	
<del>14. Provision for Work Experience/Cooperative Education</del> <del> <ul style="list-style-type: none"> <li><i>Excellent</i> – Ample opportunities are provided for related work or co-op experience is available for students.</li> <li><i>Poor</i> – Few opportunities are provided to students for related work or co-op experience.</li> </ul> </del>							
15. Perception of Students Who Go On for a B.S. <ul style="list-style-type: none"> <li><i>Excellent</i> – Legal assisting students going on for a Bachelors Degree are some of the better students in the College of Bus.</li> <li><i>Poor</i> – Legal assisting students going for a Bachelors Degree are generally poor students</li> </ul>	9	0	0	0	0	1	

**ADVISORY COMMITTEE PERCEPTIONS OF  
FERRIS STATE UNIVERSITY  
LEGAL ASSISTANT PROGRAM**

**INSTRUCTIONS:** Rate each item using the following guide:

- E = EXCELLENT** means nearly ideal, top 5 to 10%;
- G = GOOD** is a strong rating, top one-third;
- A = ACCEPTABLE** is average, the middle-third;
- BE = BELOW EXPECTATIONS** is only fair, bottom one-third;
- P = POOR** is seriously inadequate, bottom 5 to 10%;
- DK = Don't Know.**

A comment column has been provided if you wish to explain your rating.

Please Rate Each Item Below	E	G	A	BE	P	DK	Comments
1. Instructional program content and quality are:							
• Based on performance objectives that represent job skills and knowledges required for successful entry level employment.	2	2	3	0	0	0	
• Designed to provide students with practical job application experience.	3	1	0	0	0	0	
• Periodically reviewed and revised to keep current with changing job practices and technology.	4	0	0	0	0	0	
2. Instructional equipment and library resources are:							
• Well maintained.	2	2	0	0	0	0	
• Current and representative of that used on the job.	2	2	0	0	0	0	
3. Instructional facilities:							
• Provide adequate lighting, ventilation, heating, power, and other utilities.	2	0	0	0	0	0	
• Allocate sufficient space to support quality instruction.	2	2	0	0	0	0	
• Meet essential health and safety standards.	4	0	0	0	0	0	
4. Placement:							
• Services are available to students completing the program.	1	3	0	0	0	0	
• Job opportunities exist for students completing the program or leaving with marketable skills.	2	0	0	0	0	0	
5. Follow-up studies on program completers and leavers (Students with marketable skills):							
• Demonstrate that students are prepared for entry level employment.	2	2	0	0	0	0	
• Collect information on job success and failure of former students.	0	4	0	0	0	0	
• Provide information used to review and, where warranted, revise the program.	0	2	0	0	0	0	



6

**LEGAL ASSISTANT ADVISORY COMMITTEE MINUTES**  
**April 21, 1995**

The meeting began at 10 a.m. in BUS-332.

**Members Present**

**John Kane, Professor and Program Coordinator**  
**John Vermeer, Associate Professor**  
**Joseph Rallo, Management Department Head**  
**Nadine McCullough, Paralegal Association President**  
**Martha Ducham, Legal Assistant**  
**Mary Ann Ferris, Legal Assistant**  
**Janet McIntyre, Admissions Counselor**  
**Elizabeth Rupprecht, Attorney at Law**  
**Catherine Stowe, Litigation Assistant**  
**Wendy Taylor, Legal Assistant**  
**William Weir, Attorney at Law**  
**James White, Attorney at Law**  
**William Wise, Attorney at Law**

**Introductions**

J. Kane introduced the new advisory committee members to the group. The former advisory committee members introduced themselves.

**Fiscal Restructuring**

The Legal Assistant Advisory Committee met the last time in 1993. The committee did not meet last year due to the uncertainty of the Legal Assistant Program because of the Fiscal Restructuring Plan. J. Kane explained what actually did take place at FSU as a result of the plan. The American Bar Association (ABA) planned to come to FSU for a site visit for accreditation reapproval this spring. However, due to the Fiscal Restructuring Plan, the site visit was postponed until September 1995.

**Vocational Education Funding**

The Legal Assistant Program received approximately \$7,000 from the state through Vocational Education funding for two-year programs. Computers have been purchased with the money. A new computer lab specifically for Legal Assistant students will be designed. J. Kane asked the committee members what software they suggest should be purchased for the Legal Assistant students. Committee

**members discussed the various software packages used in their offices and stressed that proficiency in computers is very important for Legal Assistants. Usually specific software is taught on the job. It was suggested that software vendors be invited to campus to demonstrate the various types available.**

**J. Kane asked the committee members what other skills should the Legal Assistant Program be emphasizing in addition to computers. The committee members agree that a Legal Assistant should have a bachelors degree but not necessarily in the Legal Assistant field. Skills such as reading and writing are very important. An associate degree in the Legal Assistant Program and a bachelors degree in a Communication Program would be an ideal fit. It was agreed upon that extracurricular activities also play an important role. Other skills needed on the job include secretarial skills.**

**J. Kane asked for suggestions for specialty topics to be taught. Some suggestions included: Intellectual Property, Bankruptcy, Social Security, and Workman's Compensation. It was suggested that the course could be titled "Survey of Current Issues in (speciality topic)." Several committee members indicated that they would be interested in attending the courses.**

### **Recruitment**

**The Management Department sends out letters to students who have indicated an interest in the Legal Assistant Program. The professors in the program follow up with a telephone call to personally answer questions. After the students are officially admitted into the program, the Management Department sends out another letter to the students congratulating them on their acceptance to the program.**

### **Miscellaneous**

**J. Kane discussed the general education courses and a 2 + 2 program for the Legal Assistant Program.**

**Enrollment figures at FSU, the COB and the Legal Assistant Program were discussed. Changes to be made in the Legal Assistant Program should take place now while the enrollment is low.**

**Legal Assistant Advisory Committee Minutes**  
**April 21, 1995**  
**Page 3**

**The committee members feel experience including co-op is important for Legal Assistants.**

**J. Kane thanked everyone for their input at the meeting.**

**The meeting adjourned at 12:05 p.m. The committee members met at Woody's in the Holiday Inn for lunch at 12:30 p.m.**

**dme**

PF1 Alternate PFs PF2 File NOTE PF3 Keep PF4 Erase PF5 Forward Note  
PF6 Reply PF7 Resend PF8 Print PF9 Help PF10 Next PF11 Previous PF12 Return  
47~ Sess-1 N504 NET3275

BALLY KRUMINS - Michigan Occupational Information System 1996 - Page 1 of 9  
MOISCRIP#370 - LEGAL ASSISTANT

Legal Assistants, also known as Paralegal, Paralegal Assistants, legal technicians, and legal aides, apply knowledge of law and legal procedures in providing assistance to lawyers, clients, and courts. Legal Assistants may perform all tasks formerly performed solely by licensed attorneys, except giving legal advice, accepting clients, setting legal fees, presenting a case in court, and actively participating in the deposition process.

NATURE OF THE OCCUPATION

General duties of Legal Assistants may include:

Researching and analyzing numerous law sources to draft briefs motions, pleadings, appeals, contracts, and other legal documents for review, approval, and use by attorneys

Investigating the facts and relevant laws of a case to determine causes of action and to prepare the case for trial

Interviewing clients and obtaining releases for personal information

Assisting attorneys in the collection of information such as employment, medical, and other records

Obtaining affidavits (sworn statements of facts) from witnesses for review and use by attorneys

Organizing and maintaining document files

Helping to prepare tax returns and probating estates

Completing various forms, accident reports, and applications for clients

Delivering or directing the delivery of subpoenas to witnesses  
Assisting attorneys during trials in obtaining jury information, scheduling witnesses, and organizing exhibits and evidence

Performing computer data base searches for legal information

Attending hearings or depositions and taking notes

Assisting attorneys in the preparation of clients or witnesses for trial and deposition

Tools, equipment, and materials used may include:

- \* Office equipment
- \* Dictation equipment
- \* Telephones
- \* Calculators
- \* Computers and data bases
- \* Previous court decisions
- \* Reference books and statute books
- \* Charts and schedules
- \* Forms and reports
- \* Computer software packages

Legal Assistants may specialize in these areas:

PARALEGAL ASSISTANTS apply knowledge of law and legal procedures in providing assistance to lawyers, clients, and courts. Most Legal Assistants specialize in areas such as real estate, estate planning, probate court work, family law, labor law, litigation, and corporate law. Some Legal Assistants specialize even further in one particular area, such as employee benefits, rather than a broader specialty like labor law.

Legal Assistants' duties may also be performed by law school students or graduates, most commonly known as law clerks, who serve as assistants or clerks to practicing lawyers or judges.

In addition to learning about these specialties, you may also find it helpful to explore the following MOIScripts:

JUDGE	LAWYER
SECRETARY	ADMIN. LAW JUDGE (EXAMINER)

#### WORKING CONDITIONS AND REQUIREMENTS

Legal Assistants work under the supervision of attorneys, who in turn, assume responsibility for the work. Experienced Legal Assistants supervise office staff personnel in some law firms. Those employed by business firms or by government agencies may also be supervised by department heads and other administrators.

Legal Assistants spend much of their time indoors in well lighted, well ventilated places, such as offices and libraries. They may work alone or with other personnel.

Most Legal Assistants work a standard 40-hour week. They are, however, subject to more overtime than secretaries and other staff personnel. They may work long hours and be under pressure when preparing a case for trial. Legal Assistants may travel to get information and carry out duties.

Legal Assistants may be active in one or more professional association. Some Legal Assistants are members of the National Association of Legal Assistants or the Legal Assistants Association of Michigan (LAAM). They may also belong to the Michigan Bar Association (MBA).

Associations may provide accreditation for schools that train Legal Assistants. They may be a good source of information about which schools offer the best training. It is wise to check with associations when choosing a college or associate degree program.

You Should Prefer:

- \* Activities involving business contact with people
- \* Activities requiring library research
- \* Working reports on how others have handled the same work



#####  
You Should Be Able To:

- \* Read with understanding
- \* Reason and make judgments
- \* Understand the meanings of words and ideas associated with them
- \* Effectively prepare clear and well-organized legal documents
- \* Make decisions based on measurable information, putting feelings aside
- \* Work within precise limits, standards of accuracy, and under pressure
- \* Direct, control and plan an entire activity or activities of others
- \* Influence people's opinions or judgments
- \* Have agreeable working relationships with others
- \* Perform a variety of duties which may change often
- \* Maintain confidentiality of information
- \* Write well
- \* Work on numerous tasks simultaneously
- \* Get along well with individuals who are involved in legal problems

Math Problem You Should Be Able to Solve:

If a lawyer asks you to take over  $2/3$  of his research and he planned on reading 6,432 pages, how many pages will you be responsible for?

Reading Example You Should Be Able to Read and Comprehend:

A consumer is anyone who buys goods or services for personal use. At one time or another, everyone is a consumer.

Writing Example You Should Be Able to Produce:

You should be able to write a report explaining any research that you may have conducted.

Thinking Skill You Should Be Able to Demonstrate:

You should be able to decide the best way to conduct your research so that you analyze the most important data.

In order to use the designation "Certified Legal Assistant", an Assistant must complete successfully a 2-day exam given by the National Association of Legal Assistants. Certification is a voluntary professional goal. However, some employers may require it.

A few states license Legal Assistants to make non-advocacy appearances in court on behalf of the attorneys employing them. At present Michigan does not.

#### EDUCATION AND PREPARATION OPPORTUNITIES

NOTE: On-The-Job Training provided by the employer or a High School Diploma or Equivalent or a Certificate (program of up to one year of study beyond high school) or an Associate Degree (two years of study beyond high school) or a Bachelor's Degree (four years of study beyond high school) may qualify a person for this occupation.

\*\*\*SCHOOL SUBJECTS\*\*\*

SPEECH

COMPUTER LITERACY

\*\*\*VOCATIONAL EDUCATION PROGRAMS\*\*\*

There are no Vocational Education Programs related to this MOIScript

\*\*\*POSTSECONDARY PROGRAMS\*\*\*

PARALEGAL TECHNOLOGY

Programs in Paralegal Technology provide opportunities to gain the knowledge and skills needed to work under the direction and supervision of an attorney. Work performed requires a knowledge of legal procedures, interpretation of legal documents, and the use of technical information.

Courses vary from school to school but may include:

Introduction to Business	Law Office Economics & Management
Business Law	Legal Research Techniques
Principles of Accounting	Pre-Trial, Trial, & Appellate Procedures
Introduction to American Law	Legal Field Specialties
Introduction to Michigan's Judicial System	
Legal Document Drafting	

TECHNICAL & BUSINESS WRITING

Programs in Technical and Business Writing provide opportunities to gain the knowledge and skills necessary for employment in editing scientific and technical materials such as reports, briefs, and other technical publications. Employers generally look for those familiar with a wide range of topics. Individuals may also work in a business setting.

Courses will vary from school to school but may include:

Technical and Editorial Writing	Composition
English	History
Mathematics	Chemistry
Foreign Language	Speedwriting

\*\*\*APPRENTICESHIP OPPORTUNITIES\*\*\*

There are no Apprenticeships related to this MOIScript

\*\*\*MILITARY TRAINING PROGRAMS\*\*\*

LEGAL TECHNICIANS

The military has its own judicial system for prosecuting lawbreakers and handling disputes. Legal technicians assist military lawyers and judges in the performance of legal and judicial work. They perform legal research and prepare legal documents needed for military courts.



Earnings vary depending on the employer, educational background and work experience of the Assistant, and size and locale of the community where employed. Workers in large firms in heavily populated areas earn more than those in rural areas. Some Legal Assistants work for attorneys on a fee-for-service basis as independent contractors.

SALLY KRUMINS - Michigan Occupational Information System 1996 - Page 7 of 9  
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Nationally in 1994, the median salary for paralegal workers was \$25,064 annually. In federal government, paralegal specialists began at the GS-5 level with annual earnings of \$18,707 in 1995. They could advance to the GS-11 level where annual wages began at \$34,295. Hearing Assistants aiding administrative law judges earned from \$20,853 to \$33,357 annually (1995). Legal Assistant supervisors could work at the GS-13 level, with a top yearly salary of \$63,539 in 1995. The salaries of these federal government workers may be higher in some urban areas.

In Michigan, in 1994, the average annual salary for paralegals was \$29,489. University graduates from one paralegal program earned an average of \$22,000 to \$25,000 per year at entry level. With 3 - 5 years experience they earned an average of from \$24,000 to \$29,000. Corporate legal departments, auto companies, insurance companies and banks tended to pay the highest salaries.

Some employers also provided annual bonuses and cost-of-living allowances to their legal assistants. Salaries tend to be higher in corporate settings but corporations often require a Bachelor's degree.

Legal Assistants in Michigan government agencies earned (1995):

| Employer          | Job Title                | Annual Earnings     |
|-------------------|--------------------------|---------------------|
| State of Michigan | Paralegal                | \$24,555 - \$41,301 |
| City of Detroit   | Legal Investigator       | \$22,370 - \$26,130 |
| Oakland County    | Paralegal                | \$21,973 - \$28,615 |
| Wayne County      | Paralegal Aide/Assistant | \$22,605 - \$28,711 |

Most Legal Assistants receive health, accident, and hospitalization insurance; sick days and vacation with pay; and retirement plans. Some employers also provide tuition refunds.

There is no clear-cut path of advancement for Legal Assistants. Some assistants start as legal secretaries or clerks. As Legal Assistants become experienced, their employers usually give them more responsible duties. Experienced Legal Assistants may advance through higher pay or by moving to competing law firms, offices, and organizations that offer higher pay, more benefits or other advancement opportunities. Some assistants advance to become assistants or other legal service positions with legal education and several law degrees and eventually become practicing attorneys.

#### EMPLOYMENT AND OUTLOOK

In 1992 there were approximately 94,600 Legal Assistants employed nationally. Employment of Assistants is expected to grow much faster than the average for all occupations through the year 2005. About 1.0% of them are self-employed. The industry distribution for this occupation looked

Industry % Employed

Lawyers and other employers in the public and private sector have increasingly used the services of Legal Assistants to reduce costs and to increase efficiency.

There were approximately 1,800 Legal Assistants employed in Michigan in 1992. They worked for large and small law firms, corporate legal departments, banks, insurance companies, real estate offices, accounting firms, management consulting businesses, public defenders' and prosecutors' offices and government agencies. Still others worked for unions and for organizations involved in civil rights, consumer protection, and environmental and other issues.

According to the 1990 Census, 26.5% of this occupation were male, 7.8% were Black; 1.0% were Asian and Pacific Islanders; and 1.3% were persons of Hispanic origin.

Employment of Legal Assistants is expected to increase much faster than the average for all occupations through the year 2005. An average of 60 openings is expected annually, with 70 due to growth and 10 due to replacement of those who retire, die, or leave the labor force for other reasons. Additional openings will occur as workers change jobs or occupations. Growth is due primarily to increased use of paraprofessionals to reduce costs and increase the availability of legal services. Furthermore, the growth of legal action in such areas as consumer protection, the environment, safety, and an expected increase in prepaid legal service should spur employment opportunities. An increasing number of government and private agencies employ Legal Assistants to represent the poor, the elderly, women, and members of minority and special interest groups.

Overall, the outlook for this profession is very good. Opportunities will be best for those trained in paralegal technology. Increased use of computerized research methods and improvements in law office technologies may affect the outlook.

MICHIGAN'S EMPLOYMENT OUTLOOK TO 2005

| PROFESSION  | NUMBER | GROWTH | PERCENTAGE |
|-------------|--------|--------|------------|
| State Total | 1,800  | 50.4%  | 80         |

SOURCES OF ADDITIONAL INFORMATION

Printed Occupational information is available upon written request from sources marked with an asterisk (\*) below.

- \*National Association of Legal Assistants  
 1515 S. Boston, Ste. 200  
 Tulsa, OK 74119
- \*State Bar of Michigan  
 306 Townsend  
 Lansing, MI 48933

\*National Federation of Paralegal Federal, State, and Local

Associations  
P.O. Box 33108  
Kansas City, MO 64114

College Placement Offices

Local Military Recruiters

Civil Service Offices

SUMMARY PROFILE

The occupation of Legal Assistant can be summarized by the following:

- Growth Outlook: Faster than average
- Salary Level: Average potential growth
- GOE Cluster: Leading-Influencing Interest Group (#11)
- Work Values: Independence, influencing others, intellectual stimulation
- SDS Code: Social (enjoys working with people)
- Relationship to Data: Analyzing (examines different legal presidencies)
- Relationship to People: Speaking-Signaling (relays his findings to a lawyer)
- Relationship to Things: Handling (files legal documents in alphabetical order)

**Inside Track:** Some 46,000 additional management consultants will be needed by 2000 because of competitive pressures on organizations to produce more efficiently and to attract and retain qualified employees. Educational training and personnel skills will be as important as financial and production expertise as large corporations turn to management consultants for help in meeting the challenges of the new workforce of the 21st century. Opportunities will be best for those with advanced degrees and experience. Jobs will expand at the entry level in public accounting and benefits consulting firms, despite downsizing at upper echelons in the early 1990s.

Big firms pay the most money and have the best benefits, but smaller management firms, usually with only two or three people, will proliferate and will be doing most of the hiring. Join associations and professional groups. Take continuing education courses in management, business and marketing to keep up to date in this fast-changing field. If your goal is to open your own firm—and that's generally the way to make the most money—give yourself at least five years working for someone else, updating your skills all the while.

## PARALEGAL

**Job Requirements:** Formal training in programs at community colleges, vocational schools, colleges and universities leading to certification as certified legal assistant. Biggest law firms insist on four-year college degree followed by certification. Must be interested in the law and able to work under a lawyer's supervision interviewing clients and witnesses; doing legal research; drafting wills, contracts and other legal documents. Must pay attention to detail and have patience with clients and attorneys. Important to know litigation, real estate, mort-

gages, corporate law, employee benefits and general legal processes. Must be on cutting edge of computer technology to do job.

◆ **Salary:**

1991  
\$30,171<sup>14</sup>

2000  
\$39,840

**Inside Track:** This is the fastest-growing semiprofessional job, expected to grow by 104 percent and to add 62,000 jobs by 2000. The growth is directly related to the increase in numbers of new lawyers needed in this decade and to the new technology that has freed up attorneys to assign more responsibility to legal technicians. Most paralegals work for law firms, and that's where most jobs will be, but opportunities will also open up in corporations, government, insurance firms, financial institutions—and in working by yourself. Registered nurses with paralegal degrees are being recruited by medical malpractice firms. Five years ago, there was no career path for paralegals, but now those employed by corporations will have the chance to move up into management. There are few career paths at law firms except for those that have large staffs of paralegals and need paralegal supervisors. Paralegals with bachelor's degrees will advance most quickly, and salaries are expected to catch up with the growing responsibilities of the job. "The more you prove yourself, the more you get to do," says Janet Cohen, paralegal with a New York law firm and graduate of New York University's Institute of Paralegal Studies.

One new career path leads to opening your own business. Barbara M. Spain, a certified legal assistant who has a bachelor's and master's degree and who has done doctoral studies in history, says owning her own paralegal business after six years working for a law firm "changes the balance of power between paralegals and attorneys." It

## **Appendix H**

### **The Legal Professional Career News, Spring 1995.**

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Ferris State University Law Collection

Michigan Law

- Michigan Public and Local Acts
- Michigan Compiled Laws
- Michigan Compiled Laws Annotated
- Michigan Statutes Annotated
- Michigan Administrative Code
- Michigan Register
- Michigan Reports
- Michigan Appeals Reports
- Northwestern Reporter, 2nd Series
- West's Michigan Digest
- Callaghan's Michigan Digest
- Shepard's Michigan Citations
- Michigan Law and Practice Encyclopedia
- Callaghan's Michigan Civil Jurisprudence
- Michigan Practice Series
- Michigan Court Rules Practice
- Callaghan's Michigan Pleading and Practice
- Michigan Criminal Law and Procedure with Forms
- Michigan Litigation Forms and Analysis
- Michigan Civil Practice Forms
- Michigan Real Property Law - Cameron
- Michigan Torts - White
- Numerous publications from the Institute of Continuing Legal Education in Michigan

Federal Law

- United States Code Annotated
- United States Code Service
- U.S. Code Congressional and Administrative News
- Supreme Court Reporter
- Supreme Court Reports, Lawyer's Edition
- Federal Reporter, 2nd Series
- Federal Supplement
- Modern Federal Digest
- West Federal Digest
- Federal Practice Digest, 3rd and 4th
- Code of Federal Regulations
- Federal Register
- Appropriate Shepards for Federal Cases and Statutes
- Federal Tax Coordinator
- Federal Practice and Procedure - Wright and Graham

Other

- Corpus Juris Secundum
- American Jurisprudence, 2nd
- American Law Reports, 3rd, 4th and 5th
- WESTLAW is available to students in the library

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KF           PUBLIC BARGAINING CASES -- CCH  
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KF           HUMAN RESOURCES MANAGEMENT - COMPENSATION  
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KF           HRM - EMPLOYEE RELATIONS  
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KF           HRM - EQUAL EMPLOYMENT OPPORTUNITY SUPP.  
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HRM - EQUAL EMPLOYMENT OPPORTUNITY SUPP.

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HRM - PERSONNEL PRACTICES/COMMUNICATION SUPP.

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HRM - PERSONNEL PRACTICES/COMMUNICATION SUPP.

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KF           THE RIGHTS OF EMPLOYEES  
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KF           OCCUPATIONAL SAFETY AND HEALTH DECISIONS -- CCH  
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KF           EMPLOYMENT SAFETY AND HEALTH GUIDE -- CCH       Temporary  
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KF ENCYCLOPEDIA OF THE AMERICAN CONSTITUTION  
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KF THE CONSTITUTIONAL LAW DICTIONARY  
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KF CONSTITUTIONAL INTERPRETATION  
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KF THE RIGHTS OF RACIAL MINORITIES  
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KF HOW OUR LAWS ARE MADE  
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KF THE RIGHTS OF GOVERNMENT EMPLOYEES  
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KF ADMINISTRATIVE LAW TREATISE  
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KF FEDERAL REGULATORY DIRECTORY  
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KF HANDBOOK OF ZONING AND LAND USE ORDINANCES  
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KF AMERICAN LAND PLANNING LAW  
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KF A MODEL LAND DEVELOPMENT CODE  
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KF THE BOCA NATIONAL ENERGY CONSERVATION CODE  
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KF DESIGN GUIDE/1988  
5701  
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KF THE BOCA BASIC NATIONAL MECHANICAL CODE/1984  
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KF HOUSING AND URBAN DEVELOPMENT  
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KF DEFICIT REDUCTION ACT OF 1984  
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KF INTERNAL REVENUE CODE  
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KF INTERNAL REVENUE ACTS  
6276.527  
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KF AMERICAN FEDERAL TAX REPORTS 2ND SERIES  
6280  
.A2  
A5  
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KF U.S. TAX CASES -- CCH  
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.A2  
C63

KF STANDARD FEDERAL TAX REPORTER -- CCH  
6280  
.A2  
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KF UNITED STATES BOARD OF TAX APPEALS REPORTS  
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KF US TAX COURT REPORTS  
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KF TAX COURT MEMORANDUM DECISIONS  
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KF TAX COURT -- P-H - REPORTS  
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KF RIA INDIVIDUAL TAX RETURN GUIDE  
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KF FEDERAL TAX ADVISOR  
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KF RIA'S COMPLETE FEDERAL TAX FORMS  
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KF            TAX MANAGEMENT ESTATES, GIFTS & TRUSTS JOURNAL  
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KF            INHERITANCE ESTATE & GIFT TAX REPORTER  
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KF            FEDERAL ESTATE & GIFT TAX REPORTER  
6571  
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KF            FEDERAL EXCISE TAX REPORTER  
6600  
.A6  
C65

KF            STATE TAX GUIDE -- CCH  
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.A6

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KF THE AMERICAN BENCH  
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KF THE AMERICAN BENCH  
8700  
.A47  
5th Ed.

KF THE AMERICAN BENCH  
8700  
.A47  
6th Ed.

KF MEN OF THE SUPREME COURT: PROFILES OF THE JUSTICES  
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.B34

KF DEFENSE OF DRUNK DRIVING CASES  
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KF FEDERAL PROCEDURE, LAWYERS EDITION  
8835  
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KF FEDERAL PRACTICE AND PROCEDURE  
8840  
.W74

KF AMERICAN JURISPRUDENCE PROOF OF FACTS  
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KFM MIRS CAPITOL CAPSULE  
4220  
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KFM CONGWER MICHIGAN REPORTS  
4220  
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KFM MICHIGAN ACTS OF THE LEGISLATURE  
4225  
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KFM PUBLIC ACTS AND JOINT AND CONCURRENT RESOLUTIONS OF THE  
4225 LEGISLATURE OF THE STATE OF MICHIGAN  
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KFM LOCAL ACTS - MICHIGAN  
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KFM PUBLIC AND LOCAL ACTS - MICHIGAN  
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KFM MICHIGAN LAW REVIEW COMMISSION 16-25th Ed.  
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KFM COMPILED LAWS - MICHIGAN  
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KFM MICHIGAN STATUTES ANNOTATED  
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KFM MICHIGAN COMPILED LAWS  
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KFM MICHIGAN REPORTS  
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KFM MICHIGAN APPEALS REPORTS  
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KFM CALLAGHAN'S MICHIGAN DIGEST  
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KFM MICHIGAN DIGEST - WEST'S  
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KFM MICHIGAN DIGEST 2ND  
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KFM SHEPARD'S MICHIGAN CASE NAMES CITATOR  
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KFM SHEPARD'S MICHIGAN CITATIONS  
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KFM MICHIGAN LAW AND PRACTICE  
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KFM MICHIGAN BASIC PRACTICE HANDBOOK  
4277  
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KFM MICHIGAN CIVIL JURISPRUDENCE  
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KFM MICHIGAN PRACTICE  
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KFM MICHIGAN LAWYER'S MANUAL  
4280  
.M52

KFM THE PRACTICAL GUIDE TO MICHIGAN LAW  
4281  
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KFM BASIC LAW - EMPHASIS: MICHIGAN WITH LEGAL DICTIONARY  
4281  
.W45

KFM MANUAL FOR LAWYERS AND LEGAL ASSISTANTS; A SYSTEM FOR  
4300 DOMESTIC RELATIONS PRACTICE  
.B57

KFM MICHIGAN FAMILY LAW  
4300  
.M5

KFM MICHIGAN CHILD SUPPORT GUIDELINE MANUAL  
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KF            MICHIGAN CHILD SUPPORT GUIDELINE MANUAL  
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KFM           MICHIGAN REAL PROPERTY LAW  
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KFM           MICHIGAN LAND TITLE STANDARDS  
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KFM           ESTABLISHING A CHARITABLE FOUNDATION IN MICHIGAN  
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KFM           ANNUAL PROBATE SEMINAR - 80, 81, 84  
4344  
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KFM           MANUAL FOR LAWYERS AND LEGAL ASSISTANTS; PROBATE  
4344           ADMINISTRATION OF ESTATES  
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KFM           INDEPENDENT PROBATE ADMINISTRATION IN MICHIGAN  
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KFM           MICHIGAN WILL DRAFTING  
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KFM           MICHIGAN PROBATE SOURCEBOOK: STATUTES, RULES & FORMS FOR  
4344           ESTATE ADMINISTRATION  
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KFM           MICHIGAN TORTS  
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KFM           MICHIGAN NEGLIGENCE DIGEST  
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KFM MICHIGAN ANITITRUST DIGEST  
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KFM MICHIGAN REAL ESTATE LAW AND PRACTICE  
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KFM AN UPDATE: REPRESENTING CLIENTS UNDER THE REVISED  
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KFM THE LAW OF MEDICAL PRACTICES IN MICHIGAN  
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KFM MIOSHA REPORTER  
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KFM MICHIGAN'S FOOD SERVICE SANITATION REGULATIONS  
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KFM GENERAL PRACTITIONER'S SOLUTIONS TO THE ENVIRONMENTAL  
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KFM MICHIGAN ZONING AND PLANNING  
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KFM MICHIGAN TOWNSHIPS PLANNING & ZONING HANDBOOK  
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KFM STATE AND LOCAL TAXES -- P-H  
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KFM STATE TAX REPORTER - MICHIGAN -- CCH  
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KFM 1099 GUIDEBOOK TO MICHIGAN TAXES  
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KFM TAX LAW FOR THE GENERAL PRACTITIONER  
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KFM MICHIGAN TAX TRIBUNAL REPORTS  
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KFM MANUAL FOR LAWYERS AND LEGAL ASSISTANTS; TAXATION OF  
4682 ESTATES AND TRUSTS  
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KFM MICHIGAN RULES OF COURT - STATE  
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KFM MICHIGAN RULES OF COURT - STATE & FEDERAL SUPP.  
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KFM 1991 MICHIGAN RULES OF COURT - FEDERAL  
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KFM MICHIGAN COURT RULES PRACTICE  
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KFM MICHIGAN APPROVED COURT FORMS  
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KFM COURT RULES OF MICHIGAN  
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KFM COURT RULES OF MICHIGAN - ANNOTATED  
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KFM MICHIGAN COURT RULES & RULES OF EVIDENCE  
4729  
.A231

KFM MICHIGAN SCAO APPROVED FORMS  
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KFM            MICHIGAN CIVIL PRACTICE FORMS  
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KFM            MICHIGAN COURT RULES PRACTICE  
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KFM            MICHIGAN PLEADING AND PRACTICE 2nd Ed.  
4730  
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KFM            GILMORE ON MICHIGAN CIVIL PROCEDURE BEFORE TRIAL  
4737  
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KFM            MICHIGAN CIVIL PROCEDURE DURING TRIAL  
4738  
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KFM            TRIAL HANDBOOK FOR MICHIGAN LAWYERS  
4738  
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KFM            INTRODUCING EVIDENCE  
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KFM            MICHIGAN STANDARD JURY INSTRUCTIONS - CIVIL  
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KFM            MICHIGAN CRIMINAL LAW AND PROCEDURE  
4761  
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KFM            MICHIGAN CRIMINAL LAW  
4761  
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KFM            MICHIGAN CRIMINAL PROCEDURE  
4775  
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KFM            MICHIGAN SENTENCING GUIDELINES  
4783.2  
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KFM            MICHIGAN SENTENCING GUIDELINES  
4783.2

.A841

KFM  
4784  
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MICHIGAN CRIMINAL APPEALS PRACTICE & PROCEDURE

KFN  
5985  
.N6  
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SKINNER'S NOTARIES' MANUAL

MI DOC

Attorney General Reports 1949-86

1. Title: LLAW 160: Law in the United States I

2. Objectives:

The objectives of this course are to introduce students to the Legal Assistant profession, the Legal Assistant Program at Ferris, and to begin a survey of both substantive and procedural law. Topics covered include the court system in the United States, sources of law, civil litigation, constitutional and administrative law, torts, contracts, and negotiable instruments.

3. Number of Semester Hours: 3

4. Instructional Methods:

Three hours per week are spent in the classroom on discussion and lecture.

5. Evaluation of student performance:

Exams, quizzes and written assignments.

6. Average class size: 25

Maximum class size: 30

7. Outline of subject area with breakdown of time devoted to each major topic:

| Hours | Topics                                                                                                                                                                                                                                                                                                                        |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2     | Explanation of the paralegal profession and Legal Assistant Program at Ferris. Review of required courses and two plus two program. Discussion of other types of Legal Assistant Programs. Review NALA standards for utilization of legal assistants. Assignment: Read chapters one and three, <u>Understanding the Law</u> . |
| 3     | Overview of the U.S. Legal System. Sources of law, classifications of law, and review of how civil cases develop prior to litigation. Review role of legal assistants and attorneys in case development.                                                                                                                      |
| 2     | Review of state and federal court systems to include subject matter jurisdiction, roles of trial and appellate courts, and jurisdiction over the defendant.                                                                                                                                                                   |

continued

- 3 Overview of civil litigation from filing the complaint to appeals. Discussion of legal assistant's role in litigation. Exam one and paper on current legal issue.
- 9 Constitutional Law. Watch 3 videos. Inside the Supreme Court; The Supreme Courts Holy Wars; and History of the Supreme Court.
- Review Federal Constitution includes the concept of constitutionalism, nature law, judicial review, separation of powers, supremacy clause and extensive discussion of the Bill of Rights and 14th Amendment. Exam two on federal and Michigan constitutions.
- 6 Administrative Law. Review of role and history of administrative agencies in both state and federal government. Review Administrative Procedures Act, Freedom of Information Act, Open Meetings Act, and enabling statutes creating agencies. Review of rule making and investigating powers of agencies. Review of administrative adjudication. Review of checks on agency actions by courts, legislative and executive branch. Role of legal assistant in administrative law. Exam 3.
- 9 Tort Law. Review elements of negligence to include statutory changes in negligence law, ie. workers compensation and no-fault automobile insurance. Professional negligence, ie. malpractice. Duties of landowners. Intentional torts to include assault and battery, conversion, false imprisonment, defamation, fraud, invasion of privacy, and interference with business relationships. Review of strict liability and products liability. Discussion of types of law firms involved in tort litigation and role of legal assistants. Exam 4.
- 2 Contracts: Brief overview of contract law to include the requirements for a valid contract and the sources of law when researching contracts and sales.



9

Negotiable instruments. Read handout, functions of commercial paper; types of commercial paper, requirements for a negotiable instrument; transfer by negotiation and endorsements; holder in due course, signature and warranty liability; defenses to payment; and checks and checking accounts. Review of law office accounts and client trust accounts. Exam 5.

1. **Title:** LLAW 161: Law in the United States II

2. **Objectives:**

The objectives of this course are to complete the survey of the law started in LLAW 160 and to teach the basics of legal research and writing. Topics covered include property law, agency, partnerships, corporations, labor and employment, family law, and motor vehicle law.

3. **Number of semester credit hours:** 4

4. **Instructional methods:**

- (a) Three hours per week are spent in the classroom on discussion and lecture.
- (b) One hour per week is spent in small group instruction in legal research in the law library.
- (c) Each week about one of the three hours of classroom discussion is on research and writing. Where possible, research assignments will be on the substantive law topic being covered in class.

5. **Evaluation of student performance:**

Exams and research/writing assignments.

6. **Average class size:** 18

**Maximum class size:** 25

**Average library session class size:** 7

7. **Outline of subject area with breakdown of time devoted to each major topic.**

| <b>Hours</b> | <b>Topics</b>                                                                                                                                                                                                                                                                                                                                                                       |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4            | Family Law. Review the status and requirements of marriage. Discuss legal consequences of marriage and parenthood to include parental rights, surrogate mother contracts, and sexual abuse. Divorce, review Michigan no-fault divorce law, child support, visitation, alimony, and property settlements. Role of the Friend of the Court in Michigan Prenuptial agreements. Exam 1. |

- 5 Property Law. Review types of property, concept of ownership, and review of personal property law to include bailments and secured transaction.
- 5 Motor Vehicle Law. Licenses for automobiles and drivers, registration. Contracts to purchase or lease. Responsibility of vehicle owners. Types of automobile insurance, no-fault in Michigan. Traffic laws and points. Exam 2.
- 9 Business Organizations. Review sole proprietorships, partnerships, limited partnerships, corporations, and the law of agency. Discuss business responsibility for workers under workers compensation statutes and respondeat superior. Exam 3.
- 7 Labor and Employment Law. Rights and duties of unions to include the NLRA, right to work laws, strikes and lockouts, and union elections. Subjects of union bargaining. Review of employment discrimination statutes and recent case law. Review of affirmative action programs. Review of Michigan's Elliott-Larsen Civil Rights Law. Exam 4.
- 30 Legal research and writing, including proper methods of citation and writing legal memorandum. Assignments: weekly research projects due for each library session. Topics covered include:
- Researching the Michigan Constitution, Research Michigan Statutes using MCLA and MSA, Researching Michigan Case Law Using Annotations in the Statutes, Researching Michigan Case Law Using the Michigan Digest Shepardizing a Case, Researching Michigan Administrative Law in the Michigan Administrative Code and Michigan Register.

Researching the US Constitution,  
Researching Federal Statutes in USCA and  
USCS, Researching the Statutes at Large  
and Legislative History in the US Code  
Congressional and Administrative News,  
Researching Federal Case Law Using  
Annotations in USCA and USCS, Researching  
Federal Cases Using the Various Federal  
Digests, Researching Federal  
Administrative Law in the Code of Federal  
Regulations and Federal Register.

Using Secondary Authority to do Legal  
Research, Encyclopedias and ALR.

Appropriate reading assignments are given  
in Basic Legal Research and Writing by  
Nolfi and Tepper and Discovery Westlaw,  
the Essential Guide.

Research Exam

1. **Title:** LLAW 251: Criminal Law & Procedures

2. **Objectives:**

The course is divided into three sections. The first is a short introductory section that introduces the student to the legal system, the power of the Judicial Branch and explains the difference between criminal law and criminal procedure.

The second section covers substantive criminal law. Topics covered include sources of criminal law, intent and acts necessary, types of crimes and finally defenses to criminal accusations.

The third and longest section of the course covers criminal procedure. This section begins with a discussion of how the Bill of Rights has been imposed on the States, the power of the courts to impose compliance through the Exclusionary Rule and the standing necessary to bring the issues before the court. The mechanics of the pretrial, trial, sentencing and appeal process is then covered from the investigation and arrest through filing the appeal and the filing of a writ of habeas corpus. Finally, other specific areas of constitutionally guaranteed defendant rights and thus government limitations are covered. These include the areas of searches, seizures, arrests, interrogations, confessions, electronic and other types of surveillance and pretrial identifications.

3. **Number of semester hours:** 3

4. **Instructional method:**

Classroom lecture and discussion.

5. **Evaluation of student performance:**

Exams and writing assignments.

6. **Average class size:** 30  
**Maximum class size:** 40

7. Outline of subject area with breakdown of time devoted to each major topic:

| Hours | Topics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1     | Introduction to Criminal Law and Procedure Generally <ol style="list-style-type: none"> <li>1. The legal system.</li> <li>2. Separation of powers.</li> <li>3. The structure of the court systems.</li> <li>4. The duties and powers of the Judicial Branch.</li> <li>5. The distinction between criminal law and criminal procedure.</li> </ol>                                                                                                                                             |
| 1     | Criminal Law <ol style="list-style-type: none"> <li>1. Sources of criminal law.</li> <li>2. The power of government to regulate.</li> <li>3. Purposes of punishing criminal behavior.</li> </ol>                                                                                                                                                                                                                                                                                             |
| 1     | 4. Essential Elements. <ul style="list-style-type: none"> <li>☐ Mens Rea               <ul style="list-style-type: none"> <li>General, specific, and constructive intent</li> <li>Strict liability</li> <li>Vicarious liability</li> <li>Current trends (Model Penal Code)</li> </ul> </li> <li>☐ Actus Reus               <ul style="list-style-type: none"> <li>Voluntariness of the act</li> <li>What constitutes an act</li> <li>What does not</li> <li>Causation</li> </ul> </li> </ul> |
| 2     | 5. Specific types of crimes. <ul style="list-style-type: none"> <li>☐ Homicides</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                   |
| 1     | ☐ Assault and battery                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 1     | ☐ Sex offenses                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 1     | ☐ Kidnapping and false imprisonment                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|       | ☐ Arson                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|       | ☐ Burglary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 2     | ☐ Theft crimes                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 1     | ☐ Crimes against the public morality and order                                                                                                                                                                                                                                                                                                                                                                                                                                               |

- 1           6. Parties to crimes
7. Attempted crimes as offenses
  
- 2           8. Defenses to Criminal Accusations.
  - Affirmative defenses
  - Insanity
  - Duress and Necessity
  - Self defense and defense of others
  - Various others such as infancy, mistake, etc.
  - Constitutional defenses
  
- 1           Test
  
- 1           Criminal Procedure
  
- 1           1. The Bill of Rights and its imposition on the individual States.
2. The power of the court to enforce constitutional rights.
  
- 2           3. The development of the Exclusionary Rule and the concept of "Fruit of the Poisonous Tree."
4. The concept of "Standing" to assert the Exclusionary Rule.
  
- 2           5. The pretrial process.
  - The investigation
  - The arrest
  - The formal complaint
  - The initial appearance and bond
  - The preliminary exam
  - Formal arraignment
  - Discovery
  - Motion practice (to dismiss, suppress, change of venue, etc.).
  - Pretrial conference

- 2           6. The trial process through appeal.
  - ☐ Constitutional rights to a speedy public jury trial with the right to call and confront witnesses with the assistance of counsel
  - ☐ Jury selection
  - ☐ The physical procedure of the trial itself (opening statements through closing arguments)
  - ☐ Sentencing-types, guidelines and the pre-sentence investigation
  - ☐ Filing the appeal
  - ☐ Writing of Habeas Corpus
  
- 5           7. Searches and seizures.
  - ☐ Fourth Amendment Right to privacy
  - ☐ "Protected Places" and "Expectations of Privacy"
  - ☐ Requirements of probable cause
  - ☐ Warrant requirements - who, how and what
  
- 2           8. Arrest.
  - ☐ What is an arrest
  - ☐ Warrant preference
  - ☐ Limitations
  - ☐ Execution of the arrest
  
- 1           Test
  
- 1           9. Warrantless searches.
  - 1           ☐ Search incident to arrest
  - 1           ☐ The "Plain View" Doctrine
  - 1           ☐ Exigent circumstances
  - 1           ☐ Automobile searches
  - 1           ☐ Consent searches
  - 1           ☐ "Stop-and-Frisk" and other brief detentions
  
- 1           10. Interrogations, confessions, and admissions.
  - 1           ☐ Pre-Miranda
  - 1           ☐ Miranda requirements
  
  - 1           ☐ Waiver of rights
  
  - 2           ☐ Exceptions to Miranda
  - 2           ☐ Current trends



- 1 11. Electronic and other types of surveillance.
- 1 12. Pretrial identification issues.
- 2 13. Right to counsel.
  
- 1 Test

1. **Title:** LLAW 253: Advanced Legal Writing

2. **Objectives:**

To continue developing the students' research and writing skills.

3. **Number of semester hours:** 2

4. **Instructional method:**

The first five weeks of the course are a review of research and writing techniques. For the remainder of the semester, the students work independently in the law library on research and writing assignments. They meet on a weekly basis with the instructor to discuss progress and turn in assignments.

5. **Evaluation of student performance:**

The students are graded on the papers they write and a final exam on legal research.

6. **Average class size:** 10  
**Maximum class size:** 30

7. **Detailed outline of the subject area:**

At the first meeting, the course requirements are reviewed and initial projects are assigned. Students with an interest in writing papers in a particular area may reach an agreement with the instructor on requirements. The next 10 hours of course time are devoted primarily to a review of research techniques. After the review, students meet with the instructor individually or in small groups to discuss progress on assignments and/or get assistance in completing assignments.

1. **Title:** LLAW 260: Real Estate Law

2. **Objectives:**

The objective of this course are to provide the student with sufficient knowledge of real estate law to allow them to draft documents and perform appropriate legal assistant functions relating to real estate transactions.

3. **Number of semester hours:** 3

4. **Instructional methods:**

Classroom lecture and discussion.

5. **Evaluation of student performance:**

Exams and writing assignments.

6. **Average class size:** 30

**Maximum class size:** 40

7. **Outline of subject area with breakdown of time devoted to each major topic:**

| <b>Hours</b> | <b>Topic</b>                                                                                                                                                                                                                                 |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5            | Introduction to estates in land. Review of freehold (ie. fee simple, life estate, future interests, fee simple determinable, and fee simple subject to conditions subsequent) and nonfreehold (ie. leaseholds) estates and future interests. |
| 4            | Concurrent ownership of land (ie. tenancy by the entirety, tenancy in common, joint tenancy, tenancy in partnership). Review of condominium ownership, cooperatives and time-share ownership.                                                |
| 4            | Surveys and legal descriptions to include the rectangular survey systems, metes and bounds, and subdivision control act.                                                                                                                     |
| 3            | Public and private encumbrances on land. (ie. eminent domain, zoning, building codes, environmental laws, taxes, restrictive covenants, and liens).                                                                                          |

- 3 Easements. Characteristics of easements, types of easements, and methods of creation and termination. Licenses and profits.
- 4 Deeds. Review of laws relating to drafting warranty and quit claim deeds and requirements for executing deeds in Michigan.
- 3 Real estate financing to include reviewing and drafting of notes, mortgages, and land contracts.
- 2 Register of deeds. Review of recording statutes in Michigan and visit to Mecosta County Register of Deeds.
- 3 Abstracts and title insurance. Review of coverages of title insurance and how to review abstract and prepare opinion letter.
- 4 Real estate closings. Review of purchase agreements and title work to determine documents needed for real estate closing. Preparation of documents to include closing statements.
- 3 Leases. Review of truth in renting act and security deposit act in Michigan, review and preparation of leases and security deposit documents.
- 3 Review of Michigan laws on forfeiture, foreclosure, and evictions. Preparation of pleadings in forfeiture and foreclosure proceedings and evictions, transactions. Includes confidentiality issues, client trusts accounts, accounting procedures.
- 3 Exams

1. **Title:** LLAW 261: Drafting Legal Instruments

2. **Objectives:**

To teach students probate law to include the laws of intestate succession, wills, trusts, probating of estates, guardianships, conservatorships, adoptions, and juvenile law. Students will learn to draft all relevant documents and pleadings relating to estates planning and probate.

3. **Number of semester hours:** 3

4. **Instructional methods:**

Classroom lecture and discussion. Exams and writing assignments.

5. **Evaluation of student performance:**

50% exams and quizzes, 50% homework assignments.

6. **Average class size:** 25

**Maximum class size:** 30

7. **Outline of subject area with breakdown of time devoted to each major topic:**

| <b>Hours</b> | <b>Topics</b>                                                                                                                                                                                                                                                                                                                                    |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 13           | Review of law of interstate succession and laws relating to preparation of wills, trusts, power of attorneys, appointment of patient advocate, and related estate planning documents. Review and preparation of estate planning documents.                                                                                                       |
| 14           | Review of probate laws and procedure and appropriate pleadings and documents. Preparation of all pleadings utilized in probating an estate for both independent and supervised estates. Petitions, notice of hearings, waivers and consents, inventories, orders, letters of authority, final accounts, orders concerning sale of real property. |
| 6            | Review of Michigan Adoption Code.<br>Preparation of pleadings in a typical adoption case, to include: petition for adoption, consent to terminate parental rights, confirmation order for adoption.                                                                                                                                              |

- 6       Guardianships and conservation. Review Michigan statutes, prepare pleadings in typical proceedings to include: petitions, appointments of guardian ad litem, orders, letters of guardianship, letters of authority.
- 3       Juvenile law to include parental neglect and delinquency and probate court proceedings in juvenile cases.
- 3       Exams

1. **Title:** LLAW 280: Civil Litigation

2. **Objectives:**

The objective of this course is to give the student a comprehensive review of civil litigation procedures. This includes pre-litigation tasks such as interviewing, investigation, timekeeping, and data control techniques as well as drafting pleadings in a civil case. Students also continue development of their research skills and 25% of the classes are held in the law library. Students are required to have a working knowledge of the Michigan Court Rules, Code of Professional Responsibility, and Michigan Rules of Evidence.

3. **Number of semester hours:** 4

4. **Instructional methods:**

(a) Three hours per week are spent in the classroom on discussion and lecture.

(b) One hour per week is spent in small group instruction in the law library.

5. **Evaluation of student performance:**

Exams and writing assignments.

6. **Average class size:** 30 for classroom sessions  
7 for library sessions

**Maximum class size:** 40 for classroom sessions  
8 for library sessions

7. **Outline of subject area with breakdown of time devoted to each major topic.**

| <b>Hours</b> | <b>Topics</b> |
|--------------|---------------|
|--------------|---------------|

|   |                                                                                                                                                                           |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2 | Law office structure. Discussion of roles of law office personnel, types of law firms, timekeeping procedures, docket control, and an introduction to litigation systems. |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|   |                                                                                                                                                            |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4 | Review of the state and federal court systems. Review Michigan statutes on jurisdiction and venue. Overview of civil case from commencement through trial. |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------|

- and drafting techniques for writing interrogatories. Review of types of depositions and procedures for setting up depositions. Discussion of legal assistant role in preparing attorneys and witnesses for depositions. Review of procedures for drafting request for production and inspection, request for medical examination, and request for admissions. Review of deposition digests techniques.
- 2 Settlement and mediation. Review of the use of settlement brochures, uses of mediation in Michigan, review of mediation summary and Michigan's mediation court rules.
- 2 Trial. Review of relevant court rules, subpoenas, jury information and selection, preparation of evidence, and contents of the trial notebook. Preparation of client and witness for trial and assistance at trial.
- 1 Post-trial motions. Review of court rules and documents relating to motion for Judgment Notwithstanding the Verdict and motion for a new trial.
- 5 Appellate practice. Review of Michigan court rules relating to appeals, review of appeal procedures, review and preparation of appellate briefs.
- 15 Library sessions. Once each week during the semester the students and instructor meet one class session in the law portion of the FSU library. Six to eight students meet in each session. The library sessions focus on hands on tasks which are done each week. Assignments relate to the material being covered in the classroom at that time. Typical assignments include: research and writing memorandums on jurisdiction, venue, evidence and statute of limitation issues; learning how to use the resources in the FSU law collection to draft pleadings used in litigation and the drafting of those pleadings; (ie. complaints, answer, motions, orders, interrogatories, mediation summaries) and



- 3 Interviewing. Developing interview plans and checksheets, drafting correspondence to clients, discussions of ethical problems and review of fee agreements.
- 6 Investigation and evidence. Review Michigan Rules of Evidence to include the rules relating to hearsay, relevant evidence, character evidence, authentication of evidence, privilege, impeachment of witnesses, and experts. Discussion of planning and organizing investigations and techniques for interviewing witnesses and preparing witness statements. Discussion of attorney work products rule and discussion of ethical considerations in gathering and preserving evidence.
- 4 Drafting complaints. Review of Michigan court rules requirements for complaint drafting. Caption requirements, jurisdiction and venue allegations, stating a cause of action, request for relief, and review of sample pleadings.
- 3 Filing the lawsuit and service of process. Review of procedures for filing documents, proofs of service, review of court rules on service of process to include publication, review of procedures for locating defendants.
- 4 Motions and answers. Review of the various motions to dismiss lawsuits based on lack of jurisdiction over the subject matter or the defendant, insufficiency of service of process, improper venue, or failure to state a cause of action. Also review of motions attacking the complaint (ie. motion for a more definite statement). Review of court rules relating to motions and answers, a review of the structure of an answer to include affirmative defenses, cross claims, and third party practice.
- 6 Discovery. Overview of purpose of discovery and review of the discovery court rules to include procedures for compelling discovery and obtaining protective orders. Review of checklists

briefs) doing mock interviews of clients  
and witnesses; preparing witness  
statements; doing legal research  
assignments relating to litigation issues.

Legal Assistant

APRC 1995-1996

section 5 of 5

1. **Title:** LLAW 291: Practice Studies

2. **Objectives:**

The objective of this course is to provide work experience for the legal assistant student in a law office or other relevant work environment.

3. **Number of semester hours:** 2

4. **Instructional method:**

The students are required to work a minimum of 60 hours at a law office or with another suitable employer approved by the instructor. At the end of the term, the students must write a report on their work experience.

Employers must verify the students report and complete an evaluation of the student.

5. **Evaluation of student performance:**

This course is offered on a credit/no credit basis.

6. **Average and maximum class size:** Not applicable.

7. **Outline of subject area with breakdown of time devoted to each major topic:**

Not applicable.

## **Appendix K**

### **Guidelines and Procedures for Obtaining ABA Approval of Legal Assistant Education Programs as amended 1990**

The ABA guidelines are a 37 page pamphlet and were not reproduced for each Appendix.

COLLEGE OF BUSINESS STUDENT EVALUATION SURVEY

This survey is made at the request of your instructor. The survey is not to be signed. The survey is intended to enable the instructor to evaluate the methods and materials used in the course. This objective can only be reached if you answer all questions carefully, sincerely, honestly and fairly.

On the heading of the machine-scored answer sheet, please enter the instructor's name, the title of the course and section of the course. (Please enter the same information on this sheet.)

Instructor's Name: \_\_\_\_\_

Course Title: \_\_\_\_\_ Section \_\_\_\_\_

On the machine-scored answer sheet, please respond to these statements using the following:

- 1-Strongly Agree
- 2-Agree
- 3-Neutral
- 4-Disagree
- 5-Strongly Disagree

1. The course requirements were clearly communicated to me by the instructor.
2. The method of determining my grade was clearly explained.
3. The instructor made good use of class time.
4. The class presentation was interesting and valuable.
5. The instructor's style of presentation was effective.
6. The instructor simulated interest in the subject matter.
7. The instructor appears to be well-informed about the subject matter.
8. The instructor seemed prepared for class and presented well organized lectures.
9. The instructor was accessible to the students.
10. I would take another course with this instructor.
11. I would recommend this instructor to other students.
12. I would recommend this course to other students.

13. Overall, I am satisfied with this course.
14. Overall, I am satisfied with this instructor's handling of this course.
15. This course was a valuable learning experience.
16. Compared with other College of Business professors, this professor was:
  - 1) One of the Best
  - 2) Above Average
  - 3) Average
  - 4) Below Average
  - 5) One of the Worst
17. My current GPA is approximately \_\_\_\_\_:
  - a) 3.5 - 4.0
  - b) 3.0 - 3.5
  - c) 2.5 - 3.0
  - d) 2.0 - 2.5
  - e) less than 2.0
18. Which of the following comes closest to the grade you think you will receive in this course.
  - a) A
  - b) B
  - c) C
  - d) D
  - e) F
19. Which aspects of the course did you like best?
20. Which aspects of the course did you like least?
21. How can the instructor improve the teaching of this course?



American Association for Paralegal Education

# **Core Competencies for Paralegal Programs**

Report of the  
Task Force on Core Competencies



**CORE COMPETENCIES TASK FORCE**

**Thomas Eimermann, Illinois State University, Chair**

**David Dye, Missouri Western State College**

**Lynn Kickingbird, Oklahoma City University**

**Kathryn Myers, Saint Mary-of-the Woods College**

**Clark Moscrip, St. Mary's College**

**Diane Petropulos, Sonoma State University**

**Jules Tryk, Cuyahoga Community College**

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# PREAMBLE

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In order to be a successful paralegal/legal assistant, a person must not only possess a common core of legal knowledge, but also must have acquired vital critical thinking, organizational, communication, and interpersonal skills. All paralegal education programs, regardless of the specialty areas they choose to emphasize, should provide an integrated set of core courses that develop the following competencies.

This is an aspirational document developed by an AAFPE Task Force for the benefit of paralegal educators. It was approved and adopted by the Board of Directors at their meeting in San Francisco, California, on October 11, 1994.

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# I. SKILL DEVELOPMENT

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## A. CRITICAL THINKING SKILLS

*Paralegal education programs should be able to demonstrate that their courses incorporate learning strategies which develop their students' abilities to:*

1. analyze a problem by identifying and evaluating alternative solutions;
2. logically formulate and evaluate solutions to problems and arguments in support of specific positions;
3. identify interrelationships among cases, statutes, regulations, and other legal authorities;
4. apply recognized legal authority to a specific factual situation;
5. recognize when and why varied fact situations make it appropriate to apply exceptions to general legal rules;
6. determine which areas of law are relevant to a particular situation;
7. apply principles of professional ethics to specific fact situations;
8. distinguish evidentiary facts from other material and/or controlling facts; and
9. identify factual omissions and inconsistencies.

## B. ORGANIZATIONAL SKILLS

*Paralegal education programs should be able to demonstrate that their courses incorporate learning strategies which develop their students' abilities to:*

1. categorize information;
2. prioritize information;

3. organize information; and

4. utilize time efficiently.

## C. GENERAL COMMUNICATION SKILLS

*Paralegal education programs should be able to demonstrate that their courses incorporate learning strategies which develop their students' abilities to:*

1. read with comprehension;
2. listen effectively and accurately interpret nonverbal communication;
3. write in clear, concise, and grammatically correct English;
4. speak in clear, concise, and grammatically correct English;
5. use language to persuade; and
6. tailor the nature of the communication to maximize understanding in the intended audience, including those with different levels of education and different cultural backgrounds.

## D. INTERPERSONAL SKILLS

*Paralegal education programs should be able to demonstrate that their courses incorporate learning strategies which develop their students' abilities to:*

1. establish rapport and interact with lawyers, clients, witnesses, court personnel, co-workers, and other business professionals;
2. be diplomatic and tactful;
3. be flexible and adaptable;

4. be assertive without being aggressive;
5. work effectively as part of a team when appropriate.; and
6. work independently and with a minimal amount of supervision when appropriate.

## E. LEGAL RESEARCH SKILLS

*Legal research involves the application of the critical thinking, organizational, and communications skills listed above. Courses should teach students how to apply these skills to be able to:*

1. use the resources available in a standard law library to locate applicable statutes, administrative regulations, constitutional provisions, court cases, and other primary source materials;
2. use LEXIS, WESTLAW, and/or other computer assisted legal research programs to locate applicable statutes, administrative regulations, constitutional provisions, court cases, and other primary source materials;
3. use the resources of a standard law library to locate treatises, law review articles, legal encyclopedia, and other secondary source materials that help to explain the law; and
4. "cite check" legal sources.

## F. LEGAL WRITING SKILLS

*Legal writing involves the application of the critical thinking, organizational, and communications skills listed above. Courses should teach students how to apply these skills to be able to:*

1. report legal research findings in a standard interoffice memo or other appropriate format;
2. use appropriate citations for sources;

3. use the proper format and appropriate content in drafting client correspondence and legal documents; and
4. modify standardized forms found in form books, pleadings files, or a computer data bank.

## G. COMPUTER SKILLS

*Although it is certainly possible for an individual to perform many paralegal tasks without the use of computers, increasing levels of computer literacy will be demanded in the future. Courses should teach students how to:*

1. use the basic features of at least one commonly used word processing program, database program, and spreadsheet program; and
2. use the basic features of a computer assisted legal research program and other electronic resources.

## H. INTERVIEWING AND INVESTIGATION SKILLS

*Interviewing and investigation involve the application of the critical thinking, organizational, and communications skills listed above. Courses should teach students how to:*

1. identify witnesses or potential parties to a suit;
2. conduct an effective interview and record appropriate, accurate statements;
3. gain access to information that is commonly kept by government agencies; and
4. prepare releases and requests to gain access to medical and corporate records.

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## II. ACQUISITION OF KNOWLEDGE

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*Although paralegals work in a variety of specialty areas, there is a common core of legal knowledge that all paralegals should possess.*

### A. ORGANIZATION AND OPERATION OF THE LEGAL SYSTEM

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*Paralegal education programs should be able to demonstrate that their curricula include courses or segments of courses which provide their students with an understanding of:*

1. the major functions the law serves in modern society;
2. how common law traditions are reflected in today's legal system; how law is classified on the basis of its source and its function; the difference between substantive and procedural law; and the difference between civil and criminal law;
3. the general structure of the U.S. legal system at the federal, state, and local levels;
4. the detailed structure of the state and local courts in the state within which the paralegal program is located;
5. the differences in function and procedure among trial courts, appellate courts, and administrative hearings; and
6. the functions performed by the various officials involved in the court system (e.g., police, lawyers, judges, court clerks, court reporters).

### B. ORGANIZATION AND OPERATION OF LAW OFFICES

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*Paralegal education programs should be able to demonstrate that their curricula include courses or segments of courses which provide their students with an understanding of:*

1. the various types of practice arrangements lawyers use for the delivery of legal services to the general public and the indigent, as well as in corporations and government agencies;
2. the functions performed by the various people typically working in a law office, including attorneys (partners and associates), paralegal/legal assistants, clerical personnel, investigators, and others; and
3. the organizational structure and the administrative procedures (including time-keeping and billing systems) that are commonly used in law offices.

### C. THE PARALEGAL PROFESSION AND ETHICAL OBLIGATIONS

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*Paralegal education programs should be able to demonstrate that their curricula include courses or segments of courses which provide their students with an understanding of:*

1. the factors which lead attorneys to employ paralegals/legal assistants;
2. the types of duties paralegal/legal assistants perform when working in various areas of the law;
3. definitions that are most commonly used for the following terms: *paralegal, legal assistant, independent paralegal, legal technician, freelance paralegal, certification, registration, and licensure;*
4. an understanding of the ethical responsibilities that have been established by statutes, court decisions, and court rules affecting paralegals/legal assistants and lawyers

(including conflict of interest, confidentiality, competence, solicitation, fees and billing, obligations of attorneys to clients, and protection of client funds); and

5. the nature of the supervision that must be present in order to avoid situations that constitute the unauthorized practice of law.

#### D. CONTRACTS

*Although it is certainly possible for paralegals/legal assistants to work in some specialty areas without an extensive knowledge of contracts, an understanding of some of the most basic principles of contracts is very useful in a wide variety of specialty areas. Paralegal education programs should be able to demonstrate that their curricula include courses or segments of courses which provide their students with an understanding of:*

1. the manner in which contracts are formed and what elements must be present for a contract to be valid;
2. the rights and obligations of the various parties to contract, as well as the rights of third parties; and
3. remedies that are available when contracts are breached and the steps that must be taken to invoke those remedies.

#### E. TORTS

*Although it is certainly possible for paralegals/legal assistants to work in some specialty areas without an extensive knowledge of torts, the basic principles of this area of law are applicable to such a large number of matters as to justify its inclusion among the core competencies needed for quality paralegal programs. Paralegal education programs should be able to demonstrate that their curricula include courses or segments of courses which provide their students with an understanding of:*

1. the concepts of negligence, duty, breach, proximate cause, intentional torts, and strict liability; and

2. the various types of damages that can be awarded and what needs to be established to collect such damages.

#### F. BUSINESS ORGANIZATIONS

*Although it is certainly possible for paralegals/legal assistants to work in some specialty areas without an extensive knowledge of business organizations, the basic principles of this area of law are applicable to a large enough number of matters as to justify its inclusion among the core competencies needed for quality paralegal programs. Paralegal education programs should be able to demonstrate that their curricula include courses or segments of courses which provide their students with an understanding of:*

1. the basic forms and functions of business organizations, including sole proprietorships, partnerships, limited partnerships, for profit corporations, and not-for-profit corporations.

#### G. LITIGATION PROCEDURES

*Although it is certainly possible for paralegals/legal assistants to work in jobs where they are not directly involved in litigation, the number of matters that are litigated are great enough to justify its inclusion among the core competencies needed for quality paralegal programs. Paralegal education programs should be able to demonstrate that their curricula include courses or segments of courses which provide their students with an understanding of:*

1. the basic differences between civil and criminal procedure;
2. the nature of the remedies that are available through civil litigation;
3. the form, content, and function of the legal documents that are typically prepared as part of the litigation process; and
4. the types of calendaring and tickler systems that are frequently used as part of a "case management" system.

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# COLLEGE OF BUSINESS

## ENROLLMENT PROFILE

Winter Semester

| PROGRAM                            | 1990        | 1991        | 1992        | 1993        | 1994       | 1995       | 1996       | % of 96      |
|------------------------------------|-------------|-------------|-------------|-------------|------------|------------|------------|--------------|
| Masters - Accountancy              | 6           | 11          | 7           | 6           | 0          | 0          | 0          | 0.0%         |
| Masters - Information Systems Mgt. | 10          | 20          | 23          | 26          | 5          | 5          | 2          | 0.1%         |
| Accountancy                        | 260         | 263         | 264         | 197         | 159        | 119        | 125        | 5.8%         |
| Accountancy - T                    | 28          | 24          | 34          | 27          | 20         | 19         | 15         | 0.7%         |
| Accountancy/Finance                | 53          | 43          | 56          | 38          | 24         | 15         | 17         | 0.8%         |
| Computer Information Systems       | 160         | 174         | 173         | 148         | 153        | 139        | 134        | 6.2%         |
| Computer Information Systems - T   | 44          | 39          | 32          | 33          | 30         | 33         | 26         | 1.2%         |
| CIS/Accountancy                    | 42          | 41          | 43          | 34          | 34         | 31         | 22         | 1.0%         |
| CIS/Management                     | 58          | 62          | 41          | 32          | 21         | 16         | 12         | 0.6%         |
| CIS/Marketing                      | 20          | 14          | 15          | 9           | 4          | 1          | 2          | 0.1%         |
| Office Automation Systems          | 22          | 23          | 19          | 14          | 17         | 7          | 2          | 0.1%         |
| Office Automation Systems - T      | 5           | 4           | 6           | 14          | 8          | 7          | 6          | 0.3%         |
| Quantitative Business              | 5           | 4           | 6           | 4           | 3          | 2          | 1          | 0.0%         |
| Quantitative Business - T          | 1           | 0           | 2           | 2           | 0          | 0          | 0          | 0.0%         |
| Administrative Assistant (A.A.S.)  | 36          | 39          | 44          | 39          | 18         | 9          | 4          | 0.2%         |
| Court & Freelance Rep. (A.A.S.)    | 55          | 48          | 48          | 37          | 33         | 20         | 3          | 0.1%         |
| Executive Secretary (A.A.S.)       | 29          | 31          | 23          | 8           | 4          | 2          | 0          | 0.0%         |
| Legal Secretary (A.A.S.)           | 15          | 23          | 20          | 8           | 6          | 3          | 0          | 0.0%         |
| <b>ACIS DEPARTMENT TOTALS</b>      | <b>849</b>  | <b>863</b>  | <b>856</b>  | <b>676</b>  | <b>539</b> | <b>428</b> | <b>371</b> | <b>17.1%</b> |
| Accelerated Business               | 2           | 0           | 0           | 0           | 0          | 0          | 0          | 0.0%         |
| Business Administration            | 524         | 540         | 449         | 386         | 285        | 221        | 165        | 7.6%         |
| Business Administration - T        | 81          | 86          | 75          | 70          | 42         | 33         | 35         | 1.6%         |
| Business Economics                 | 12          | 15          | 9           | 1           | 0          | 0          | 0          | 0.0%         |
| Business Economics - T             | 2           | 2           | 0           | 0           | 0          | 0          | 0          | 0.0%         |
| Finance                            | 66          | 79          | 69          | 65          | 40         | 38         | 28         | 1.3%         |
| Finance - T                        | 15          | 10          | 5           | 4           | 6          | 2          | 4          | 0.2%         |
| Human Resources Management         | 35          | 32          | 46          | 31          | 31         | 27         | 27         | 1.2%         |
| Human Resources Management - T     | 7           | 8           | 5           | 11          | 7          | 2          | 5          | 0.2%         |
| Insurance                          | 37          | 38          | 35          | 34          | 13         | 13         | 8          | 0.4%         |
| Insurance - T                      | 4           | 4           | 7           | 4           | 0          | 1          | 2          | 0.1%         |
| Insurance/Real Estate              | 37          | 32          | 21          | 15          | 17         | 13         | 12         | 0.6%         |
| International Business             | 53          | 51          | 68          | 67          | 62         | 52         | 43         | 2.0%         |
| International Business - T         | 4           | 4           | 9           | 6           | 3          | 5          | 1          | 0.0%         |
| Management                         | 222         | 215         | 180         | 128         | 103        | 71         | 60         | 2.8%         |
| Management - T                     | 26          | 26          | 25          | 26          | 17         | 6          | 10         | 0.5%         |
| Operations Management              | 25          | 27          | 27          | 13          | 11         | 10         | 5          | 0.2%         |
| Operations Management - T          | 30          | 19          | 16          | 11          | 7          | 5          | 2          | 0.1%         |
| Small Business Management          | 58          | 55          | 59          | 50          | 40         | 32         | 30         | 1.4%         |
| Small Business Management - T      | 12          | 15          | 24          | 17          | 11         | 7          | 7          | 0.3%         |
| General Business (A.A.S.)          | 62          | 46          | 27          | 27          | 31         | 84         | 94         | 4.3%         |
| Legal Assistant (A.A.S.)           | 58          | 69          | 66          | 72          | 51         | 35         | 25         | 1.2%         |
| Real Estate (A.A.S.)               | 24          | 23          | 17          | 21          | 12         | 8          | 10         | 0.5%         |
| <b>MGT DEPARTMENT TOTALS</b>       | <b>1396</b> | <b>1396</b> | <b>1239</b> | <b>1059</b> | <b>789</b> | <b>665</b> | <b>573</b> | <b>26.4%</b> |



| <b>PROGRAM</b>                     | <b>1990</b> | <b>1991</b> | <b>1992</b> | <b>1993</b> | <b>1994</b> | <b>1995</b> | <b>1996</b> | <b>% of 96</b> |
|------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|----------------|
| Advertising                        | 188         | 201         | 161         | 137         | 108         | 74          | 67          | 3.1%           |
| Advertising - T                    | 29          | 26          | 27          | 27          | 20          | 16          | 10          | 0.5%           |
| Hospitality Management - T         | 41          | 78          | 73          | 78          | 71          | 64          | 61          | 2.8%           |
| Marketing - (Pre-PGM = 28)         | 195         | 214         | 207         | 172         | 163         | 125         | 99          | 4.6%           |
| Marketing - T                      | 22          | 23          | 15          | 12          | 5           | 7           | 8           | 0.4%           |
| Music Industry Management          | 0           | 0           | 0           | 0           | 0           | 0           | 3           | 0.1%           |
| Professional Golf Management       | 337         | 355         | 386         | 381         | 364         | 311         | 285         | 13.1%          |
| Professional Tennis Management     | 53          | 63          | 80          | 70          | 63          | 63          | 64          | 3.0%           |
| Public Relations                   | 55          | 60          | 67          | 49          | 50          | 34          | 31          | 1.4%           |
| Public Relations - T               | 6           | 8           | 18          | 14          | 8           | 2           | 5           | 0.2%           |
| Retailing                          | 42          | 45          | 37          | 28          | 27          | 21          | 17          | 0.8%           |
| Retailing - T                      | 7           | 4           | 2           | 3           | 5           | 3           | 5           | 0.2%           |
| Sales                              | 112         | 102         | 100         | 97          | 77          | 50          | 29          | 1.3%           |
| Sales - T                          | 21          | 16          | 31          | 25          | 12          | 5           | 5           | 0.2%           |
| Visual Communication               | 22          | 17          | 11          | 24          | 37          | 39          | 31          | 1.4%           |
| Food Service (A.A.S.)              | 185         | 169         | 155         | 122         | 105         | 63          | 54          | 2.5%           |
| Retailing (A.A.S.)                 | 77          | 66          | 51          | 37          | 15          | 11          | 8           | 0.4%           |
| Visual Communication (A.A.S.)      | 105         | 100         | 100         | 96          | 89          | 66          | 62          | 2.9%           |
| <b>MKT DEPARTMENT TOTALS</b>       | <b>1497</b> | <b>1547</b> | <b>1521</b> | <b>1372</b> | <b>1219</b> | <b>954</b>  | <b>844</b>  | <b>38.9%</b>   |
| <b>ON CAMPUS TOTALS</b>            | <b>3742</b> | <b>3806</b> | <b>3616</b> | <b>3107</b> | <b>2547</b> | <b>2047</b> | <b>1788</b> | <b>82.4%</b>   |
| Masters - Information Systems Mgt. | 19          | 17          | 13          | 12          | 56          | 62          | 69          | 3.2%           |
| Accountancy                        | 38          | 19          | 33          | 43          | 38          | 52          | 54          | 2.5%           |
| Computer Information Systems       | 0           | 0           | 0           | 0           | 0           | 0           | 13          | 0.6%           |
| <b>ACIS DEPARTMENT TOTALS</b>      | <b>57</b>   | <b>36</b>   | <b>46</b>   | <b>55</b>   | <b>94</b>   | <b>114</b>  | <b>136</b>  | <b>6.3%</b>    |
| Business Administration            | 109         | 121         | 127         | 153         | 155         | 142         | 182         | 8.4%           |
| International Business             | 0           | 0           | 0           | 0           | 0           | 0           | 0           | 0.0%           |
| <b>MGT DEPARTMENT TOTALS</b>       | <b>109</b>  | <b>121</b>  | <b>127</b>  | <b>153</b>  | <b>155</b>  | <b>142</b>  | <b>182</b>  | <b>8.4%</b>    |
| Marketing                          | 0           | 0           | 0           | 0           | 0           | 13          | 19          | 0.9%           |
| <b>MKT DEPARTMENT TOTALS</b>       | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>13</b>   | <b>19</b>   | <b>0.9%</b>    |
| <b>UNDECLARED TOTALS</b>           | <b>21</b>   | <b>45</b>   | <b>31</b>   | <b>38</b>   | <b>65</b>   | <b>43</b>   | <b>44</b>   | <b>2.0%</b>    |
| <b>OFF CAMPUS TOTALS</b>           | <b>187</b>  | <b>202</b>  | <b>204</b>  | <b>246</b>  | <b>314</b>  | <b>312</b>  | <b>381</b>  | <b>17.6%</b>   |
| <b>COLL. of BUS. TOTALS</b>        | <b>3929</b> | <b>4008</b> | <b>3820</b> | <b>3353</b> | <b>2861</b> | <b>2359</b> | <b>2169</b> | <b>100.0%</b>  |

Source: Registrar's Office (7th Day Count -(1/17/96)

## Appendix N

**Number of students graduated from the FSU Legal Assistant Program in each year since the beginning of the program.**

|              |            |
|--------------|------------|
| 1973-1974    | 27         |
| 1974-1975    | 33         |
| 1975-1976    | 38         |
| 1976-1977    | 31         |
| 1977-1978    | 32         |
| 1978-1979    | 37         |
| 1979-1980    | 29         |
| 1980-1981    | 32         |
| 1981-1982    | 29         |
| 1982-1983    | 27         |
| 1983-1984    | 33         |
| 1984-1985    | 22         |
| 1985-1986    | 36         |
| 1986-1987    | 28         |
| 1987-1988    | 29         |
| 1988-1989    | 25         |
| 1989-1990    | 20         |
| 1990-1991    | 19         |
| 1991-1992    | 23         |
| 1992-1993    | 25         |
| 1993-1994    | 28         |
| 1994-1995    | 17         |
| <b>TOTAL</b> | <b>620</b> |

TABLE IV CONTINUED  
 Placement Profile for Graduates  
 in the College of BUSINESS  
 1993-94

| CURRICULUM                      | Employed    |             | Continuing Education |          |               |          | Not Seeking Employ. | Seeking Employ. | Unknown   | TOTAL      |
|---------------------------------|-------------|-------------|----------------------|----------|---------------|----------|---------------------|-----------------|-----------|------------|
|                                 | Major Field | Not Related | Ferris State         |          | Other Instit. |          |                     |                 |           |            |
|                                 |             |             | Under-grad.          | Grad.    | Under-grad.   | Grad.    |                     |                 |           |            |
| <b><u>ASSOCIATE DEGREES</u></b> |             |             |                      |          |               |          |                     |                 |           |            |
| Administrative Assistant        | 5           | 1           | 3                    | 0        | 0             | 0        | 0                   | 1               | 3         | 13         |
| Court/Freelance Reporting       | 3           | 0           | 1                    | 0        | 0             | 0        | 0                   | 1               | 1         | 6          |
| Executive Secretary             | 1           | 0           | 2                    | 0        | 0             | 0        | 0                   | 0               | 0         | 3          |
| Food Service Management         | 2           | 1           | 27                   | 0        | 2             | 0        | 1                   | 1               | 3         | 37         |
| General Business                | 2           | 0           | 9                    | 0        | 2             | 0        | 0                   | 0               | 3         | 16         |
| Legal Assistant                 | 2           | 1           | 19                   | 0        | 1             | 0        | 0                   | 1               | 4         | 28         |
| Legal Secretary                 | 2           | 0           | 1                    | 0        | 0             | 0        | 0                   | 1               | 0         | 4          |
| Real Estate                     | 0           | 0           | 4                    | 0        | 0             | 0        | 0                   | 0               | 1         | 5          |
| Retail Fashion Merch            | 1           | 0           | 12                   | 0        | 1             | 0        | 0                   | 0               | 0         | 14         |
| Visual Communications           | 3           | 0           | 13                   | 0        | 2             | 0        | 0                   | 2               | 1         | 21         |
| <b>TOTALS:</b>                  | <b>21</b>   | <b>3</b>    | <b>91</b>            | <b>0</b> | <b>8</b>      | <b>0</b> | <b>1</b>            | <b>7</b>        | <b>16</b> | <b>147</b> |

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TABLE IV CONTINUED  
 Placement Profile for Graduates  
 in the College of BUSINESS  
 1992-93

| CURRICULUM                | Employed    |             | Continuing Education |          |               |          | Not Seeking Employ. | Seeking Employ. | Unknown   | TOTAL      |
|---------------------------|-------------|-------------|----------------------|----------|---------------|----------|---------------------|-----------------|-----------|------------|
|                           | Major Field | Not Related | Ferris State         |          | Other Instit. |          |                     |                 |           |            |
|                           |             |             | Under-grad.          | Grad.    | Under-grad.   | Grad.    |                     |                 |           |            |
| <b>ASSOCIATE DEGREES</b>  |             |             |                      |          |               |          |                     |                 |           |            |
| Administrative Assistant  | 5           | 0           | 7                    | 0        | 0             | 0        | 0                   | 3               | 9         | 24         |
| Court/Freelance Reporting | 11          | 1           | 0                    | 0        | 0             | 0        | 0                   | 1               | 4         | 17         |
| Executive Secretary       | 5           | 2           | 1                    | 0        | 0             | 0        | 0                   | 0               | 0         | 8          |
| Food Service Management   | 5           | 2           | 55                   | 0        | 0             | 0        | 0                   | 0               | 5         | 67         |
| General Business          | 0           | 1           | 6                    | 0        | 1             | 0        | 0                   | 0               | 1         | 9          |
| Legal Assistant           | 1           | 3           | 19                   | 0        | 1             | 0        | 0                   | 2               | 0         | 26         |
| Legal Secretary           | 4           | 1           | 1                    | 0        | 0             | 0        | 0                   | 0               | 0         | 6          |
| Real Estate               | 2           | 1           | 9                    | 0        | 2             | 0        | 0                   | 0               | 0         | 14         |
| Retail Fashion Merch      | 6           | 1           | 7                    | 0        | 0             | 0        | 0                   | 1               | 0         | 15         |
| Visual Communications     | 1           | 3           | 19                   | 0        | 3             | 0        | 0                   | 0               | 0         | 26         |
| <b>TOTALS:</b>            | <b>40</b>   | <b>15</b>   | <b>124</b>           | <b>0</b> | <b>7</b>      | <b>0</b> | <b>0</b>            | <b>7</b>        | <b>19</b> | <b>212</b> |

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TABLE IV CONTINUED  
 Placement Profile for Graduates  
 in the College of BUSINESS  
 1991-92

| CURRICULUM                      | Employed    |             | Continuing Education |          |               |          | Not Seeking Employment | Seeking Employment | Unknown   | TOTAL      |
|---------------------------------|-------------|-------------|----------------------|----------|---------------|----------|------------------------|--------------------|-----------|------------|
|                                 | Major Field | Not Related | Ferris State         |          | Other Instit. |          |                        |                    |           |            |
|                                 |             |             | Under-grad.          | Grad.    | Under-grad.   | Grad.    |                        |                    |           |            |
| <b><u>ASSOCIATE DEGREES</u></b> |             |             |                      |          |               |          |                        |                    |           |            |
| Administrative Assistant        | 4           | 1           | 6                    | 0        | 0             | 0        | 0                      | 1                  | 3         | 15         |
| Admin. Asst.- Exec. Sec         | 3           | 1           | 3                    | 0        | 1             | 0        | 0                      | 0                  | 2         | 10         |
| Admin. Asst.- Legal Sec         | 0           | 1           | 1                    | 0        | 0             | 0        | 0                      | 0                  | 1         | 3          |
| Court/Freelance Reporting       | 7           | 1           | 0                    | 0        | 0             | 0        | 0                      | 2                  | 5         | 15         |
| Diversified Business            | 0           | 1           | 21                   | 0        | 1             | 0        | 0                      | 1                  | 3         | 27         |
| Food Service Management         | 10          | 1           | 34                   | 0        | 1             | 0        | 0                      | 0                  | 4         | 50         |
| Legal Assistant                 | 1           | 1           | 19                   | 0        | 2             | 0        | 0                      | 1                  | 1         | 25         |
| Real Estate                     | 0           | 0           | 8                    | 0        | 0             | 0        | 0                      | 0                  | 0         | 8          |
| Retail Fashion Merch            | 0           | 2           | 7                    | 0        | 2             | 0        | 0                      | 1                  | 4         | 16         |
| Visual Communications           | 4           | 0           | 25                   | 0        | 1             | 0        | 0                      | 2                  | 4         | 36         |
| <b>TOTALS:</b>                  | <b>29</b>   | <b>9</b>    | <b>124</b>           | <b>0</b> | <b>8</b>      | <b>0</b> | <b>0</b>               | <b>8</b>           | <b>27</b> | <b>205</b> |

TABLE IV CONTINUED  
 Placement Profile for Graduates  
 in the College of BUSINESS  
 1990-91

| CURRICULUM                      | Employed    |             | Continuing Education     |          |                           |          | Not Seeking Employment | Seeking Employment | Unknown   | TOTAL      |
|---------------------------------|-------------|-------------|--------------------------|----------|---------------------------|----------|------------------------|--------------------|-----------|------------|
|                                 | Major Field | Not Related | Ferris State Under-grad. | Grad.    | Other Instit. Under-grad. | Grad.    |                        |                    |           |            |
| <b><u>ASSOCIATE DEGREES</u></b> |             |             |                          |          |                           |          |                        |                    |           |            |
| Administrative Assistant        | 3           | 0           | 5                        | 0        | 1                         | 0        | 0                      | 2                  | 3         | 14         |
| Court/Freelance Reporting       | 6           | 0           | 2                        | 0        | 1                         | 0        | 0                      | 0                  | 4         | 13         |
| Diversified Business            | 1           | 0           | 12                       | 0        | 1                         | 0        | 1                      | 1                  | 10        | 26         |
| Executive Secretary             | 2           | 0           | 2                        | 0        | 0                         | 0        | 0                      | 1                  | 1         | 6          |
| Food Service Management         | 6           | 0           | 40                       | 0        | 2                         | 0        | 0                      | 1                  | 7         | 56         |
| Legal Assistant                 | 2           | 3           | 10                       | 0        | 1                         | 0        | 0                      | 2                  | 2         | 20         |
| Legal Secretary                 | 0           | 1           | 0                        | 0        | 0                         | 0        | 0                      | 2                  | 1         | 4          |
| Real Estate                     | 1           | 2           | 9                        | 0        | 1                         | 0        | 0                      | 2                  | 1         | 16         |
| Retail Fashion Merch            | 4           | 2           | 10                       | 0        | 2                         | 0        | 0                      | 1                  | 5         | 24         |
| Visual Communications           | 0           | 0           | 16                       | 0        | 2                         | 0        | 1                      | 0                  | 1         | 20         |
| <b>TOTALS:</b>                  | <b>25</b>   | <b>8</b>    | <b>106</b>               | <b>0</b> | <b>11</b>                 | <b>0</b> | <b>2</b>               | <b>12</b>          | <b>35</b> | <b>199</b> |

**Ranked Listing of Program Costs per Student Credit Hours  
1992-93 Data (Special Report for John Kane)  
(Program Names for 1992-93 May Not Be Identical to New Semester Names)**

| <u>Program Name</u>                                 | <u>Degree</u> | <u>Hours</u> | <u>Total Teaching Cost</u> | <u>Total \$/Cr Hr</u> | <u>Proposed Recommendations</u> |
|-----------------------------------------------------|---------------|--------------|----------------------------|-----------------------|---------------------------------|
| Accountancy                                         | MS            | 48           | \$22,499.93                | \$468.75              | to be closed                    |
| Dental Technology                                   | AAS           | 93           | \$17,496.98                | \$188.14              | to be reduced                   |
| Optometric Technician                               | AAS           | 99           | \$17,473.59                | \$176.50              | to be closed                    |
| Automotive Machine                                  | AAS           | 99           | \$16,986.99                | \$171.59              | to be closed                    |
| Doctor of Optometry (Excludes 3 Yrs Pre-Opt)        | OD            | 257          | \$42,848.94                | \$166.73              | to be enhanced                  |
| Vision Science (Excludes 2 Yrs Pre-Opt)             | BS            | 118          | \$19,126.50                | \$162.09              |                                 |
| Computer Information Systems Management             | MS            | 48           | \$7,772.46                 | \$161.93              | to be enhanced                  |
| Doctor of Pharmacy (Track-In)                       | Pharm. D      | 280.5        | \$45,414.68                | \$161.91              |                                 |
| Medical Laboratory Technology                       | AAS           | 99           | \$13,577.87                | \$137.15              |                                 |
| Printing Technology                                 | AAS           | 99           | \$13,405.14                | \$135.41              |                                 |
| Industrial Electronics Technology                   | AAS           | 99           | \$12,548.78                | \$126.76              |                                 |
| Welding Engineering Technology                      | AAS           | 96           | \$11,132.71                | \$115.97              | to be reduced                   |
| Manufacturing Tooling Technology                    | AAS           | 98           | \$11,045.43                | \$112.71              | to be reduced                   |
| Welding Engineering Tech (Yrs 3 & 4)                | BS            | 112          | \$12,193.31                | \$108.87              |                                 |
| Electrical/Electronics Engineering Tech (Yrs 3 & 4) | BS            | 102          | \$10,712.97                | \$105.03              | to be reduced                   |
| Heavy Equipment Service Technology                  | AAS           | 108          | \$10,819.99                | \$100.19              | to be reduced                   |
| Refrigeration, Heating, & Air Conditioning          | AAS           | 98           | \$9,805.21                 | \$100.05              | to be reduced                   |
| Automotive Service Technology                       | AAS           | 107          | \$10,605.16                | \$99.11               | to be reduced                   |
| Occupational Education                              | MS            | 45           | \$4,454.97                 | \$99.00               |                                 |
| Surveying Technology                                | AAS           | 93           | \$9,176.56                 | \$98.67               |                                 |
| Technical Illustration                              | AAS           | 95           | \$9,171.68                 | \$96.54               | to be closed                    |
| Opticianry                                          | AAS           | 99           | \$9,269.37                 | \$93.63               | to be closed                    |
| Nursing                                             | AAS           | 109          | \$9,965.72                 | \$91.43               | to be reduced                   |
| Nursing                                             | BSN           | 180          | \$15,976.57                | \$88.76               | to be reduced                   |
| HVACR Engineering Tech (Yrs 3 & 4)                  | BS            | 96           | \$8,513.40                 | \$88.68               |                                 |
| Architectural Technology                            | AAS           | 97           | \$8,457.30                 | \$87.19               | to be reduced                   |

**Ranked Listing of Program Costs per Student Credit Hours**  
**1992-93 Data (Special Report for John Kane)**  
 (Program Names for 1992-93 May Not Be Identical to New Semester Names)

| <u>Program Name</u>                        | <u>Degree</u> | <u>Hours</u> | <u>Total Teaching Cost</u> | <u>Total \$/Cr Hr</u> | <u>Proposed Recommendations</u> |
|--------------------------------------------|---------------|--------------|----------------------------|-----------------------|---------------------------------|
| Pharmacy (Excludes pre-Pharm)              | BS            | 127          | \$11,024.77                | \$86.81               | to be reduced                   |
| Mechanical Engineering Technology          | AAS           | 99           | \$8,578.47                 | \$86.65               |                                 |
| Surveying Engineering                      | BS            | 203          | \$17,228.35                | \$84.87               |                                 |
| Technical Drafting and Tool Design         | AAS           | 97           | \$8,212.26                 | \$84.66               | to be reduced                   |
| Printing Management (Yrs 3 & 4)            | BS            | 96           | \$8,013.54                 | \$83.47               |                                 |
| Automotive Body                            | AAS           | 99           | \$8,217.30                 | \$83.00               | to be reduced                   |
| Technical Communication                    | BS            | 90           | \$7,448.87                 | \$82.77               | to be closed                    |
| Construction Engineering Technology        | AAS           | 99           | \$8,017.06                 | \$80.98               |                                 |
| Dental Hygiene                             | AAS           | 106          | \$8,342.20                 | \$78.70               | to be reduced                   |
| Visual Communications *                    | BS            | 193          | \$14,883.15                | \$77.11               | to be closed                    |
| Building Construction Technology           | AAS           | 99           | \$7,621.26                 | \$76.98               |                                 |
| Television Production *                    | BS            | 190          | \$14,580.82                | \$76.74               | to be closed                    |
| Plastics Engineering Technology            | AAS           | 101          | \$7,589.93                 | \$75.15               |                                 |
| <hr/>                                      |               |              |                            |                       |                                 |
| Facilities Management (Yrs 3 & 4)          | BS            | 105          | \$7,855.39                 | \$74.81               |                                 |
| Respiratory Care                           | AAS           | 108          | \$7,910.44                 | \$73.24               |                                 |
| Manufacturing Engineering Tech (Yrs 3 & 4) | BS            | 116          | \$8,414.69                 | \$72.54               |                                 |
| Mathematics Education                      | BS            | 187          | \$13,504.88                | \$72.22               |                                 |
| Wage Earning Home Econ Edu (Yrs 3 & 4)     | BS            | 138          | \$9,950.44                 | \$72.10               | to be closed                    |
| Medical Technology                         | BS            | 194          | \$13,913.49                | \$71.72               |                                 |
| Biology Education                          | BS            | 200          | \$14,314.81                | \$71.57               |                                 |
| Technical Education (Yrs 3 & 4)            | BS            | 140          | \$9,938.71                 | \$70.99               |                                 |
| Allied Health Education (Yrs 3 & 4)        | BS            | 144          | \$10,129.60                | \$70.34               |                                 |
| Visual Communications *                    | AAS           | 99           | \$6,920.12                 | \$69.90               | to be closed                    |
| Medical Record Admin Ladder (Years 3 & 4)  | BS            | 92           | \$6,310.81                 | \$68.60               |                                 |



**Ranked Listing of Program Costs per Student Credit Hours  
1992-93 Data (Special Report for John Kane)  
(Program Names for 1992-93 May Not Be Identical to New Semester Names)**

| <u>Program Name</u>                            | <u>Degree</u> | <u>Hours</u> | <u>Total Teaching Cost</u> | <u>Total \$/Cr Hr</u> | <u>Proposed Recommendations</u> |
|------------------------------------------------|---------------|--------------|----------------------------|-----------------------|---------------------------------|
| Product Design Eng Tech (Yrs 3 & 4)            | BS            | 97           | \$6,543.48                 | \$67.46               | to be reduced                   |
| Ornamental Horticulture Technology             | AAS           | 90           | \$6,060.32                 | \$67.34               | to be reduced                   |
| Construction Mgt (Avg of 3 Options)            | BS            | 93           | \$6,133.03                 | \$66.19               |                                 |
| Business Education                             | BS            | 200          | \$12,927.90                | \$64.64               |                                 |
| Office Automation Systems                      | BS            | 186          | \$11,940.00                | \$64.19               | to be closed                    |
| Plastics Engineering Tech (Yrs 3 & 4)          | BS            | 101          | \$6,457.78                 | \$63.94               | to be enhanced                  |
| Training in Bus and Industry (Yrs 3 & 4)       | BS            | 130          | \$8,277.22                 | \$63.67               | to be closed                    |
| Biotechnology                                  | BS            | 199          | \$12,620.45                | \$63.42               |                                 |
| Automotive and Heavy Equipment Mgt (Yrs 3 & 4) | BS            | 102          | \$6,449.37                 | \$63.23               |                                 |
| Medical Record Technician                      | AAS           | 94           | \$5,821.27                 | \$61.93               |                                 |
| Industrial Chemistry Technology                | AAS           | 90           | \$5,475.42                 | \$60.84               |                                 |
| Industrial and Environmental Health Mgt        | BS            | 89           | \$5,334.03                 | \$60.39               | to be reduced                   |
| Nuclear Medicine Technology                    | AAS           | 116          | \$6,971.13                 | \$60.10               |                                 |
| Social Work                                    | BSW           | 180          | \$10,559.77                | \$58.67               |                                 |
| Chemistry Education                            | BS            | 187          | \$10,800.82                | \$57.76               |                                 |
| Applied Mathematics                            | BS            | 180          | \$10,323.69                | \$57.35               | to be enhanced                  |
| Pre-Engineering                                | AAS           | 99           | \$5,649.01                 | \$57.06               |                                 |
| Business (Computer Info Systems)               | BS            | 195          | \$11,069.37                | \$56.77               |                                 |
| Court and Freelance Reporting                  | AAS           | 128          | \$7,265.20                 | \$56.76               | to be closed                    |
| Nuclear Medicine Technology                    | BS            | 190          | \$10,580.17                | \$55.69               |                                 |
| Administrative Assistant                       | AAS           | 98           | \$5,435.13                 | \$55.30               | to be closed                    |
| Applied Biology                                | BS            | 181          | \$9,986.59                 | \$55.17               |                                 |
| Business (CIS ACCT/MKT/MGT)                    | BS            | 236          | \$13,034.67                | \$55.16               |                                 |
| Actuarial Science                              | BS            | 180          | \$9,830.53                 | \$54.61               |                                 |
| Accountancy                                    | BS            | 200          | \$10,717.76                | \$53.59               |                                 |
| Pre-Veterinary                                 | AAS           | 101          | \$5,256.37                 | \$52.04               |                                 |

**Ranked Listing of Program Cost, per Student Credit Hours  
1992-93 Data (Special Report for John Kane)  
(Program Names for 1992-93 May Not Be Identical to New Semester Names)**

| <u>Program Name</u>                                | <u>Degree</u> | <u>Hours</u> | <u>Total Teaching Cost</u> | <u>Total \$/Cr Hr</u> | <u>Proposed Recommendations</u> |
|----------------------------------------------------|---------------|--------------|----------------------------|-----------------------|---------------------------------|
| Accountancy/Finance                                | BS            | 234          | \$12,157.62                | \$51.96               |                                 |
| Journalism                                         | AAS           | 91           | \$4,708.18                 | \$51.74               | to be closed                    |
| <hr/>                                              |               |              |                            |                       |                                 |
| Business - Marketing - Hospitality Mgt (Yrs 3 & 4) | BS            | 104          | \$5,378.67                 | \$51.72               | to be reduced                   |
| Pre-Optometry                                      | AAS           | 145          | \$7,319.40                 | \$50.48               |                                 |
| Health Systems Management                          | BS            | 181          | \$9,131.24                 | \$50.45               | to be enhanced                  |
| Business Public Relations                          | BS            | 196          | \$9,880.15                 | \$50.41               |                                 |
| Pre-Teaching Elementary                            | AAS           | 90           | \$4,524.87                 | \$50.28               |                                 |
| Business (Quantative)                              | BS            | 200          | \$10,004.47                | \$50.02               | to be reduced                   |
| Retail Fashion Merchandising                       | AAS           | 96           | \$4,759.11                 | \$49.57               |                                 |
| Business - Marketing Sales                         | BS            | 184          | \$9,085.24                 | \$49.38               |                                 |
| Business Marketing                                 | BS            | 183          | \$9,011.37                 | \$49.24               |                                 |
| Business Advertising                               | BS            | 183          | \$8,997.01                 | \$49.16               |                                 |
| Business - Marketing - PGM                         | BS            | 192          | \$9,432.31                 | \$49.13               |                                 |
| Business (Insurance)<br>(Real Estate)              | BS<br>CERT    | 181<br>47    | \$8,887.96<br>\$2,304.11   | \$49.10<br>\$49.02    | to be reduced                   |
| Pre-Teaching Secondary                             | AAS           | 90           | \$4,399.10                 | \$48.88               |                                 |
| Business Marketing Retail                          | BS            | 186          | \$9,041.04                 | \$48.61               |                                 |
| Pre-Arts                                           | AAS           | 90           | \$4,340.16                 | \$48.22               |                                 |
| Business (Finance)                                 | BS            | 200          | \$9,550.76                 | \$47.75               |                                 |
| Business (Personnel Mgt/Industrial Relations)      | BS            | 200          | \$9,482.42                 | \$47.41               |                                 |
| Business (Small Business Management)               | BS            | 200          | \$9,473.84                 | \$47.37               |                                 |
| Food Service Management                            | AAS           | 99           | \$4,688.63                 | \$47.36               | to be reduced                   |
| Business (Production Management Major)             | BS            | 200          | \$9,452.02                 | \$47.26               |                                 |
| Recreation Leadership & Mgt                        | BS            | 183          | \$8,600.07                 | \$46.99               | to be reduced                   |

**Ranked Listing of Program Costs per Student Credit Hours  
1992-93 Data (Special Report for John Kane)  
(Program Names for 1992-93 May Not Be Identical to New Semester Names)**

| <u>Program Name</u>                            | <u>Degree</u> | <u>Hours</u> | <u>Total Teaching Cost</u> | <u>Total \$/Cr Hr</u> | <u>Proposed Recommendations</u> |
|------------------------------------------------|---------------|--------------|----------------------------|-----------------------|---------------------------------|
| Business (Management Major)                    | BS            | 200          | \$9,392.88                 | \$46.96               |                                 |
| Business (Business Administration Major)       | BS            | 200          | \$9,354.37                 | \$46.77               |                                 |
| Business (Insurance/Real Estate)               | BS            | 200          | \$9,305.85                 | \$46.53               |                                 |
| Business (Real Estate Major)                   | AAS           | 97           | \$4,493.52                 | \$46.32               |                                 |
| Diversified Business                           | AAS           | 103          | \$4,753.56                 | \$46.15               |                                 |
| Pre-Mortuary Science                           | AAS           | 97           | \$4,410.85                 | \$45.47               |                                 |
| Pre-Law                                        | AAS           | 90           | \$4,077.95                 | \$45.31               |                                 |
| Child Development                              | AAS           | 96           | \$4,346.92                 | \$45.28               |                                 |
| Pre-Dentistry                                  | AAS           | 95           | \$4,270.58                 | \$44.95               |                                 |
| Pre-Medicine                                   | AAS           | 95           | \$4,270.58                 | \$44.95               |                                 |
| Business (International Business)              | BS            | 200          | \$8,958.36                 | \$44.79               |                                 |
| Criminal Justice                               | BS            | 195          | \$8,573.14                 | \$43.96               | to be enhanced                  |
| Business - PTM                                 | BS            | 186          | \$8,130.32                 | \$43.71               |                                 |
| Pre-Pharmacy                                   | AAS           | 96           | \$4,157.07                 | \$43.30               |                                 |
| Business (Legal Assistant)                     | AAS           | 100          | \$4,180.51                 | \$41.81               | to be closed                    |
| Radiography                                    | AAS           | 102          | \$3,729.68                 | \$36.57               |                                 |
| Pre-Criminal Justice                           |               |              |                            | No Check Sheet        |                                 |
| Science Education                              |               |              |                            | No Check Sheet        | to be closed                    |
| Quality Technology                             |               |              |                            | New Program           |                                 |
| Heavy Equipment Service Engineering Technology |               |              |                            | New Program           |                                 |

\* To be combined in Multimedia Communication

# Ranked Listing of Program Teaching Costs per Student Credit Hours 1993-1994 Data

(Teaching Costs Include Fringes)

| <u>Program Name and Degree</u>              | <u>Credit Hours</u> | <u>Total Teaching Cost</u> | <u>Total Teaching Cost / Cr Hrs</u> |
|---------------------------------------------|---------------------|----------------------------|-------------------------------------|
| Career and Tech Educ/Career & Tech Instr MS | 32                  | \$12,418.93                | \$388.09                            |
| Career and Tech Educ/Postsec Admin MS       | 32                  | \$11,821.00                | \$369.41                            |
| Pharmacy/Add-on Pharm.D (Yrs 6 & 7)         | 71                  | \$25,878.06                | \$364.48                            |
| Career and Tech Educ/Human Res Dev MS       | 31                  | \$11,081.63                | \$357.47                            |
| Career and Tech Educ/Admin Cert MS          | 32                  | \$10,625.14                | \$332.04                            |
| Dental Technology AAS                       | 63                  | \$18,706.58                | \$296.93                            |
| Printing Technology AAS                     | 76                  | \$19,537.38                | \$257.07                            |
| Pharmacy/Track-in Pharm.D (Yrs 3,4,5 & 6)   | 149                 | \$35,754.15                | \$240.77                            |
| Automotive Machine Technology AAS           | 72                  | \$15,504.51                | \$215.34                            |
| Optometric Technician AAS                   | 63                  | \$12,345.77                | \$195.96                            |
| Technical Drafting and Tool Design AAS      | 67                  | \$12,587.64                | \$187.88                            |
| Info Systems Mgt/Info Systems Emphasis MS   | 31                  | \$5,805.74                 | \$187.28                            |
| Welding Technology AAS                      | 67                  | \$12,485.13                | \$186.35                            |
| Technical Illustration AAS                  | 64                  | \$11,230.53                | \$175.48                            |
| Automotive Body AAS                         | 67                  | \$11,731.86                | \$175.10                            |
| Heavy Equipment Technology AAS              | 67                  | \$11,694.75                | \$174.55                            |
| Electrical/Electronics Engr BS (Yrs 3 & 4)  | 78                  | \$13,567.11                | \$173.94                            |
| Industrial Electronics Technology AAS       | 66                  | \$11,290.38                | \$171.07                            |
| Wage Earning Home Economics Educati BS      | 103                 | \$17,319.15                | \$168.15                            |
| Civil Engineering Technology AAS            | 66                  | \$11,061.00                | \$167.59                            |
| Business Education BS                       | 103                 | \$17,258.09                | \$167.55                            |
| Technical Education BS                      | 103                 | \$17,217.48                | \$167.16                            |
| Allied Health Education BS                  | 104                 | \$17,274.18                | \$166.10                            |

# Ranked Listing of Program Teaching Costs per Student Credit Hours 1993-1994 Data

(Teaching Costs Include Fringes)

| <u>Program Name and Degree</u>               | <u>Credit<br/>Hours</u> | <u>Total<br/>Teaching<br/>Cost</u> | <u>Total Teaching<br/>Cost / Cr Hrs</u> |
|----------------------------------------------|-------------------------|------------------------------------|-----------------------------------------|
| Info Systems Mgt/Acct Emphasis MS            | 31                      | \$5,071.87                         | \$163.61                                |
| Social Work BS                               | 128                     | \$20,846.37                        | \$162.86                                |
| Plastics Engineering Tech BS (Yrs 3 & 4)     | 65                      | \$10,476.25                        | \$161.17                                |
| Mechanical Engineering Technology AAS        | 68                      | \$10,855.32                        | \$159.64                                |
| Manufacturing Engineering Tech BS (Yrs 3&4)  | 78                      | \$12,418.55                        | \$159.21                                |
| Manufacturing Tooling Technology AAS         | 68                      | \$10,759.56                        | \$158.23                                |
| Welding Engineering Technology BS (Yrs 3&4)  | 71                      | \$10,994.95                        | \$154.86                                |
| Automotive Service Technology AAS            | 72                      | \$10,968.70                        | \$152.34                                |
| Product Design Engineering Tec BS (Yrs 3&4)  | 69                      | \$10,497.27                        | \$152.13                                |
| Mathematics Education BS                     | 115                     | \$17,490.00                        | \$152.09                                |
| Opticianry AAS                               | 69                      | \$10,445.90                        | \$151.39                                |
| Optometry OD (Yrs 3,4,5 & 6)                 | 163                     | \$24,545.22                        | \$150.58                                |
| Training in Business and Industry BS         | 100                     | \$15,034.98                        | \$150.35                                |
| Vision Science BS (Yrs 3 & 4)                | 82                      | \$12,080.45                        | \$147.32                                |
| HVACR Engineering Technology BS (Yrs 3 & 4)  | 64                      | \$9,261.32                         | \$144.71                                |
| Architectural Technology AAS                 | 66                      | \$9,520.28                         | \$144.25                                |
| Hvy Equip Serv Eng Tec/Mfg Opt BS (Yrs 3&4)  | 65                      | \$9,245.77                         | \$142.24                                |
| Pharmacy BS                                  | 94                      | \$13,270.05                        | \$141.93                                |
| Automotive and Heavy Equip Mgt BS (Yrs 3&4)  | 70                      | \$9,909.24                         | \$141.56                                |
| Printing Management BS (Yrs 3 & 4)           | 64                      | \$9,039.79                         | \$141.25                                |
| HVACR Technology AAS                         | 68                      | \$9,575.21                         | \$140.81                                |
| Hvy Equip Serv Eng Tec/Maint Opt BS(Yrs 3&4) | 66                      | \$9,065.85                         | \$137.36                                |
| Ornamental Horticulture Technology AAS       | 65                      | \$8,923.58                         | \$137.29                                |

# Ranked Listing of Program Teaching Costs per Student Credit Hours 1993-1994 Data

(Teaching Costs Include Fringes)

| <u>Program Name and Degree</u>              | <u>Credit Hours</u> | <u>Total Teaching Cost</u> | <u>Total Teaching Cost / Cr Hrs</u> |
|---------------------------------------------|---------------------|----------------------------|-------------------------------------|
| Journalism AAA                              | 63                  | \$8,471.91                 | \$134.47                            |
| Building Construction Technology AAS        | 63                  | \$8,460.94                 | \$134.30                            |
| Actuarial Science BS                        | 120                 | \$16,086.56                | \$134.05                            |
| Biology Education BS                        | 120                 | \$16,050.27                | \$133.75                            |
| Nursing ADN                                 | 75                  | \$9,699.47                 | \$129.33                            |
| Technical and Professional Communic BS      | 125                 | \$16,037.30                | \$128.30                            |
| Chemistry Education BS                      | 126                 | \$16,164.75                | \$128.29                            |
| Court and Freelance Reporting AAS           | 71                  | \$9,049.41                 | \$127.46                            |
| Construction Management BS                  | 136                 | \$17,191.78                | \$126.41                            |
| Applied Mathematics BS                      | 120                 | \$15,038.76                | \$125.32                            |
| Child Development AAS                       | 70                  | \$8,738.73                 | \$124.84                            |
| Medical Technology (Integrated) BS          | 139                 | \$17,334.10                | \$124.71                            |
| Medical Tech (Career Mobility) BS (Yrs 3&4) | 72                  | \$8,910.01                 | \$123.75                            |
| Television Production BS                    | 129                 | \$15,649.84                | \$121.32                            |
| Plastics Technology AAS                     | 70                  | \$8,487.73                 | \$121.25                            |
| Rec Ldshp & Mgt/Corp Fitness-Well Track BS  | 119                 | \$13,965.33                | \$117.36                            |
| Rec Ldshp & Mgt/Leisure Service Track BS    | 118                 | \$13,842.24                | \$117.31                            |
| Administrative Assistant AAS                | 66                  | \$7,703.44                 | \$116.72                            |
| Computer Information Systems BS             | 127                 | \$14,819.79                | \$116.69                            |
| Medical Laboratory Technology AAS           | 73                  | \$8,476.81                 | \$116.12                            |
| Accountancy/Computer Information Sy BS      | 127                 | \$14,739.97                | \$116.06                            |
| Office Automation Systems BS                | 120                 | \$13,922.96                | \$116.02                            |
| Facilities Management BS (Yrs 3 & 4)        | 67                  | \$7,720.46                 | \$115.23                            |

**Ranked Listing of Program Teaching Costs per Student Credit Hours  
1993-1994 Data  
(Teaching Costs Include Fringes)**

| <u>Program Name and Degree</u>            | <u>Credit Hours</u> | <u>Total Teaching Cost</u> | <u>Total Teaching Cost / Cr Hrs</u> |
|-------------------------------------------|---------------------|----------------------------|-------------------------------------|
| Dental Hygiene AAS                        | 77                  | \$8,837.98                 | \$114.78                            |
| Insurance BS                              | 124                 | \$14,060.06                | \$113.39                            |
| Surveying Engineering BS                  | 138                 | \$15,636.76                | \$113.31                            |
| Health Information Management BS          | 127                 | \$14,350.63                | \$113.00                            |
| Public Relations BS                       | 127                 | \$14,327.75                | \$112.82                            |
| Pre-Teaching (Elementary or Secondary) AA | 65                  | \$7,270.31                 | \$111.85                            |
| Computer Information Systems/Market BS    | 142                 | \$15,807.61                | \$111.32                            |
| Insurance/Real Estate BS                  | 124                 | \$13,639.58                | \$110.00                            |
| Respiratory Care AAS                      | 73                  | \$7,999.40                 | \$109.58                            |
| Advertising BS                            | 125                 | \$13,585.16                | \$108.68                            |
| Rec Ldshp & Mgt/Outdoor-Adv Edu Track BS  | 124                 | \$13,456.59                | \$108.52                            |
| Accountancy (Cost/Managerial Track) BS    | 123                 | \$13,306.98                | \$108.19                            |
| Rec Leadership and Mgt/Aquatic Track BS   | 123                 | \$13,287.04                | \$108.02                            |
| Nursing BSN (Yrs 3 & 4)                   | 60                  | \$6,457.53                 | \$107.63                            |
| Nuclear Medicine Technology AAS           | 69                  | \$7,408.67                 | \$107.37                            |
| Accountancy/Finance BS                    | 137                 | \$14,514.23                | \$105.94                            |
| Retailing AAS                             | 67                  | \$7,081.93                 | \$105.70                            |
| Health Information Technology AAS         | 66                  | \$6,966.40                 | \$105.55                            |
| Food Service Management AAS               | 65                  | \$6,832.69                 | \$105.12                            |
| International Business BS                 | 127                 | \$13,318.47                | \$104.87                            |
| Business Administration BS                | 121                 | \$12,641.79                | \$104.48                            |
| Small Business Management BS              | 120                 | \$12,426.85                | \$103.56                            |
| Operations Management BS                  | 125                 | \$12,897.42                | \$103.18                            |

## Ranked Listing of Program Teaching Costs per Student Credit Hours 1993-1994 Data

(Teaching Costs Include Fringes)

| <u>Program Name and Degree</u>           | <u>Credit Hours</u> | <u>Total Teaching Cost</u> | <u>Total Teaching Cost / Cr Hrs</u> |
|------------------------------------------|---------------------|----------------------------|-------------------------------------|
| Retailing BS                             | 127                 | \$13,016.93                | \$102.50                            |
| Marketing/Sales BS                       | 127                 | \$12,982.22                | \$102.22                            |
| Quantitative Business BS                 | 125                 | \$12,656.74                | \$101.25                            |
| Health Systems Management BS             | 131                 | \$13,234.01                | \$101.02                            |
| Nuclear Medicine Technology BS           | 131                 | \$13,110.61                | \$100.08                            |
| Industrial Chemistry Technology AAS      | 63                  | \$6,269.18                 | \$99.51                             |
| Business Management BS                   | 123                 | \$12,232.81                | \$99.45                             |
| Human Resource Management BS             | 123                 | \$12,221.18                | \$99.36                             |
| Finance BS                               | 125                 | \$12,366.89                | \$98.94                             |
| Visual Communication AAS                 | 65                  | \$6,379.84                 | \$98.15                             |
| Real Estate AAS                          | 62                  | \$6,075.39                 | \$97.99                             |
| Marketing/Professional Golf Managem BS   | 128                 | \$12,459.07                | \$97.34                             |
| General Business AAS                     | 63                  | \$6,119.63                 | \$97.14                             |
| Legal Assistant AAS                      | 64                  | \$6,148.18                 | \$96.07                             |
| Marketing BS                             | 127                 | \$11,997.29                | \$94.47                             |
| Pre-Law AA                               | 59                  | \$5,537.58                 | \$93.86                             |
| Marketing/Professional Tennis Manag BS   | 129                 | \$12,013.79                | \$93.13                             |
| CJ/Generalist-Corrections BS (Yrs 3 & 4) | 65                  | \$6,015.42                 | \$92.54                             |
| Biotechnology BS                         | 134                 | \$12,395.90                | \$92.51                             |
| Pre-Criminal Justice AA                  | 63                  | \$5,751.40                 | \$91.29                             |
| Applied Biology BS                       | 123                 | \$11,079.62                | \$90.08                             |
| Pre-Optometry AS                         | 101                 | \$8,971.17                 | \$88.82                             |
| Liberal Arts AA                          | 60                  | \$5,309.81                 | \$88.50                             |



# Ranked Listing of Program Teaching Costs per Student Credit Hours 1993-1994 Data

(Teaching Costs Include Fringes)

| <u>Program Name and Degree</u>               | <u>Credit Hours</u> | <u>Total Teaching Cost</u> | <u>Total Teaching Cost / Cr Hrs</u> |
|----------------------------------------------|---------------------|----------------------------|-------------------------------------|
| Pre-Mortuary Science AS                      | 66                  | \$5,826.65                 | \$88.28                             |
| Pre-Dentistry AS                             | 62                  | \$5,460.48                 | \$88.07                             |
| Radiography AAS                              | 82                  | \$6,808.78                 | \$83.03                             |
| Pre-Pharmacy AS                              | 64                  | \$5,312.54                 | \$83.01                             |
| CJ/Law Enforcement Specialist BS (Yrs 3 & 4) | 64                  | \$5,309.54                 | \$82.96                             |
| Hospitality Management BS (Yrs 3 & 4)        | 69                  | \$5,588.06                 | \$80.99                             |

**Program Teaching Costs**  
**1992-93 Quarter System, 1993-94 Semester System, and**  
**Adjusted 1993-94 Semester to Quarter Conversion \$/SCH (2/3's)**  
 (Teaching Costs Include Fringes)

D R A F T

| <u>Program Name and Degree</u>              | <u>Total Teaching Cost</u> |                | <u>Total Teaching Cost / Cr Hrs</u> |                             |                |
|---------------------------------------------|----------------------------|----------------|-------------------------------------|-----------------------------|----------------|
|                                             | <u>1993-94</u>             | <u>1992-93</u> | <u>1993-94</u>                      | <u>Adjusted<br/>1993-94</u> | <u>1992-93</u> |
| Accountancy BS                              |                            | \$10,717.76    |                                     |                             | \$53.59        |
| Accountancy MS                              |                            | \$22,499.93    |                                     |                             | \$468.75       |
| Accountancy (Cost/Managerial Track) BS      | \$13,306.98                |                | \$108.19                            | \$72.12                     |                |
| Accountancy/Computer Information Sy BS      | \$14,739.97                |                | \$116.06                            | \$77.38                     |                |
| Accountancy/Finance BS                      | \$14,514.23                | \$12,157.62    | \$105.94                            | \$70.63                     | \$51.96        |
| Actuarial Science BS                        | \$16,086.56                | \$9,830.53     | \$134.05                            | \$89.37                     | \$54.61        |
| Administrative Assistant AAS                | \$7,703.44                 | \$5,435.13     | \$116.72                            | \$77.81                     | \$55.30        |
| Advertising BS                              | \$13,585.16                | \$8,997.01     | \$108.68                            | \$72.45                     | \$49.16        |
| Allied Health Education BS                  | \$17,274.18                |                | \$166.10                            | \$110.73                    |                |
| Allied Health Education (Yrs 3 & 4) BS      |                            | \$10,129.60    |                                     |                             | \$70.34        |
| Applied Biology BS                          | \$11,079.62                | \$9,986.59     | \$90.08                             | \$60.05                     | \$55.17        |
| Applied Mathematics BS                      | \$15,038.76                | \$10,323.69    | \$125.32                            | \$83.55                     | \$57.35        |
| Architectural Technology AAS                | \$9,520.28                 | \$8,457.30     | \$144.25                            | \$96.16                     | \$87.19        |
| Automotive and Heavy Equip Mgt BS (Yrs 3&4) | \$9,909.24                 | \$6,449.37     | \$141.56                            | \$94.37                     | \$63.23        |
| Automotive Body AAS                         | \$11,731.86                | \$8,217.30     | \$175.10                            | \$116.73                    | \$83.00        |

**Program Teaching Costs**  
**1992-93 Quarter System, 1993-94 Semester System, and**  
**Adjusted 1993-94 Semester to Quarter Conversion \$/SCH (2/3's)**  
 (Teaching Costs Include Fringes)

D R A F T

| <u>Program Name and Degree</u>              | <u>Total Teaching Cost</u> |                | <u>Total Teaching Cost / Cr Hrs</u> |                             |                |
|---------------------------------------------|----------------------------|----------------|-------------------------------------|-----------------------------|----------------|
|                                             | <u>1993-94</u>             | <u>1992-93</u> | <u>1993-94</u>                      | <u>Adjusted<br/>1993-94</u> | <u>1992-93</u> |
| Automotive Machine Technology AAS           | \$15,504.51                | \$16,986.99    | \$215.34                            | \$143.56                    | \$171.59       |
| Automotive Service Technology AAS           | \$10,968.70                | \$10,605.16    | \$152.34                            | \$101.56                    | \$99.11        |
| Biology Education BS                        | \$16,050.27                | \$14,314.81    | \$133.75                            | \$89.17                     | \$71.57        |
| Biotechnology BS                            | \$12,395.90                | \$12,620.45    | \$92.51                             | \$61.67                     | \$63.42        |
| Building Construction Technology AAS        | \$8,460.94                 | \$7,621.26     | \$134.30                            | \$89.53                     | \$76.98        |
| Business (CIS Acct/Mkt/Mgt) BS              |                            | \$13,034.67    |                                     |                             | \$55.16        |
| Business (Personnel Mgt/Indust Relatio) BS  |                            | \$9,482.42     |                                     |                             | \$47.41        |
| Business (Production Mgt Major) BS          |                            | \$9,452.02     |                                     |                             | \$47.26        |
| Business Administration BS                  | \$12,641.79                | \$9,354.37     | \$104.48                            | \$69.65                     | \$46.77        |
| Business Education BS                       | \$17,258.09                | \$12,927.90    | \$167.55                            | \$111.70                    | \$64.64        |
| Business Management BS                      | \$12,232.81                | \$9,392.88     | \$99.45                             | \$66.30                     | \$46.96        |
| Career and Tech Educ/Admin Cert MS          | \$10,625.14                |                | \$332.04                            | \$221.36                    |                |
| Career and Tech Educ/Career & Tech Instr MS | \$12,418.93                |                | \$388.09                            | \$258.73                    |                |
| Career and Tech Educ/Human Res Dev MS       | \$11,081.63                |                | \$357.47                            | \$238.31                    |                |
| Career and Tech Educ/Postsec Admin MS       | \$11,821.00                |                | \$369.41                            | \$246.27                    |                |

**Program Teaching Costs**  
**1992-93 Quarter System, 1993-94 Semester System, and**  
**Adjusted 1993-94 Semester to Quarter Conversion \$/SCH (2/3's)**  
 (Teaching Costs Include Fringes)

D R A F T

| <u>Program Name and Degree</u>               | <u>Total Teaching Cost</u> |                | <u>Total Teaching Cost / Cr Hrs</u> |                             |                |
|----------------------------------------------|----------------------------|----------------|-------------------------------------|-----------------------------|----------------|
|                                              | <u>1993-94</u>             | <u>1992-93</u> | <u>1993-94</u>                      | <u>Adjusted<br/>1993-94</u> | <u>1992-93</u> |
| Chemistry Education BS                       | \$16,164.75                | \$10,800.82    | \$128.29                            | \$85.53                     | \$57.76        |
| Child Development AAS                        | \$8,738.73                 | \$4,346.92     | \$124.84                            | \$83.23                     | \$45.28        |
| Civil Engineering Technology AAS             | \$11,061.00                |                | \$167.59                            | \$111.73                    |                |
| CJ/Generalist-Corrections BS (Yrs 3 & 4)     | \$6,015.42                 |                | \$92.54                             | \$61.70                     |                |
| CJ/Law Enforcement Specialist BS (Yrs 3 & 4) | \$5,309.54                 |                | \$82.96                             | \$55.31                     |                |
| Computer Info Systems Management MS          |                            | \$7,772.46     |                                     |                             | \$161.93       |
| Computer Information Systems BS              | \$14,819.79                | \$11,069.37    | \$116.69                            | \$77.79                     | \$56.77        |
| Computer Information Systems/Market BS       | \$15,807.61                |                | \$111.32                            | \$74.21                     |                |
| Const Mgt (Avg of 3 Opt) (Yrs 3 & 4) BS      |                            | \$6,133.03     |                                     |                             | \$66.19        |
| Construction Engineering Technology AAS      |                            | \$8,017.06     |                                     |                             | \$80.98        |
| Construction Management BS                   | \$17,191.78                |                | \$126.41                            | \$84.27                     |                |
| Court and Freelance Reporting AAS            | \$9,049.41                 | \$7,265.20     | \$127.46                            | \$84.97                     | \$56.76        |
| Criminal Justice BS                          |                            | \$8,573.14     |                                     |                             | \$43.96        |
| Dental Hygiene AAS                           | \$8,837.98                 | \$8,342.20     | \$114.78                            | \$76.52                     | \$78.70        |
| Dental Technology AAS                        | \$18,706.58                | \$17,496.98    | \$296.93                            | \$197.95                    | \$188.14       |

**Program Teaching Costs**  
**1992-93 Quarter System, 1993-94 Semester System, and**  
**Adjusted 1993-94 Semester to Quarter Conversion \$/SCH (2/3's)**  
 (Teaching Costs Include Fringes)

**D R A F T**

| <u>Program Name and Degree</u>              | <u>Total Teaching Cost</u> |                | <u>Total Teaching Cost / Cr Hrs</u> |                             |                |
|---------------------------------------------|----------------------------|----------------|-------------------------------------|-----------------------------|----------------|
|                                             | <u>1993-94</u>             | <u>1992-93</u> | <u>1993-94</u>                      | <u>Adjusted<br/>1993-94</u> | <u>1992-93</u> |
| Diversified Business AAS                    |                            | \$4,753.56     |                                     |                             | \$46.15        |
| Doctor of Opt (Excludes 3 Yrs Pre-Opt) OD   |                            | \$42,848.94    |                                     |                             | \$166.73       |
| Electrical/Electronics Engr BS (Yrs 3 & 4)  | \$13,567.11                | \$10,712.97    | \$173.94                            | \$115.96                    | \$105.03       |
| Facilities Management BS (Yrs 3 & 4)        | \$7,720.46                 | \$7,855.39     | \$115.23                            | \$76.82                     | \$74.81        |
| Finance BS                                  | \$12,366.89                | \$9,550.76     | \$98.94                             | \$65.96                     | \$47.75        |
| Food Service Management AAS                 | \$6,832.69                 | \$4,688.63     | \$105.12                            | \$70.08                     | \$47.36        |
| General Business AAS                        | \$6,119.63                 |                | \$97.14                             | \$64.76                     |                |
| Health Information Management BS            | \$14,350.63                |                | \$113.00                            | \$75.33                     |                |
| Health Information Technology AAS           | \$6,966.40                 |                | \$105.55                            | \$70.37                     |                |
| Health Systems Management BS                | \$13,234.01                | \$9,131.24     | \$101.02                            | \$67.35                     | \$50.45        |
| Heavy Equipment Technology AAS              | \$11,694.75                | \$10,819.99    | \$174.55                            | \$116.37                    | \$100.19       |
| Hospitality Management BS (Yrs 3 & 4)       | \$5,588.06                 | \$5,378.67     | \$80.99                             | \$53.99                     | \$51.72        |
| Human Resource Management BS                | \$12,221.18                |                | \$99.36                             | \$66.24                     |                |
| HVACR Engineering Technology BS (Yrs 3 & 4) | \$9,261.32                 | \$8,513.40     | \$144.71                            | \$96.47                     | \$88.68        |
| HVACR Technology AAS                        | \$9,575.21                 | \$9,805.21     | \$140.81                            | \$93.87                     | \$100.05       |

**Program Teaching Costs**  
**1992-93 Quarter System, 1993-94 Semester System, and**  
**Adjusted 1993-94 Semester to Quarter Conversion \$/SCH (2/3's)**  
**(Teaching Costs Include Fringes)**

D R A F T

| <u>Program Name and Degree</u>               | <u>Total Teaching Cost</u> |                | <u>Total Teaching Cost / Cr Hrs</u> |                             |                |
|----------------------------------------------|----------------------------|----------------|-------------------------------------|-----------------------------|----------------|
|                                              | <u>1993-94</u>             | <u>1992-93</u> | <u>1993-94</u>                      | <u>Adjusted<br/>1993-94</u> | <u>1992-93</u> |
| Hvy Equip Serv Eng Tec/Maint Opt BS(Yrs 3&4) | \$9,065.85                 |                | \$137.36                            | \$91.57                     |                |
| Hvy Equip Serv Eng Tec/Mfg Opt BS (Yrs 3&4)  | \$9,245.77                 |                | \$142.24                            | \$94.83                     |                |
| Indust & Environ Hlth Mgt (Yrs 3 & 4) BS     |                            | \$5,334.03     |                                     |                             | \$60.39        |
| Industrial Chemistry Technology AAS          | \$6,269.18                 | \$5,475.42     | \$99.51                             | \$66.34                     | \$60.84        |
| Industrial Electronics Technology AAS        | \$11,290.38                | \$12,548.78    | \$171.07                            | \$114.04                    | \$126.76       |
| Info Systems Mgt/Acct Emphasis MS            | \$5,071.87                 |                | \$163.61                            | \$109.07                    |                |
| Info Systems Mgt/Info Systems Emphasis MS    | \$5,805.74                 |                | \$187.28                            | \$124.85                    |                |
| Insurance BS                                 | \$14,060.06                | \$8,887.96     | \$113.39                            | \$75.59                     | \$49.10        |
| Insurance/Real Estate BS                     | \$13,639.58                | \$9,305.85     | \$110.00                            | \$73.33                     | \$46.53        |
| International Business BS                    | \$13,318.47                | \$8,958.36     | \$104.87                            | \$69.91                     | \$44.79        |
| Journalism AAA                               | \$8,471.91                 | \$4,708.18     | \$134.47                            | \$89.65                     | \$51.74        |
| Legal Assistant AAS                          | \$6,148.18                 | \$4,180.51     | \$96.07                             | \$64.04                     | \$41.81        |
| Liberal Arts AA                              | \$5,309.81                 |                | \$88.50                             | \$59.00                     |                |
| Manufacturing Engineering Tech BS (Yrs 3&4)  | \$12,418.55                |                | \$159.21                            | \$106.14                    |                |
| Manufacturing Engineering Technolog BS       |                            | \$8,414.69     |                                     |                             | \$72.54        |

**Program Teaching Costs**  
**1992-93 Quarter System, 1993-94 Semester System, and**  
**Adjusted 1993-94 Semester to Quarter Conversion \$/SCH (2/3's)**  
 (Teaching Costs Include Fringes)

D R A F T

| <u>Program Name and Degree</u>              | <u>Total Teaching Cost</u> |                | <u>Total Teaching Cost / Cr Hrs</u> |                             |                |
|---------------------------------------------|----------------------------|----------------|-------------------------------------|-----------------------------|----------------|
|                                             | <u>1993-94</u>             | <u>1992-93</u> | <u>1993-94</u>                      | <u>Adjusted<br/>1993-94</u> | <u>1992-93</u> |
| Manufacturing Tooling Technology AAS        | \$10,759.56                | \$11,045.43    | \$158.23                            | \$105.49                    | \$112.71       |
| Marketing BS                                | \$11,997.29                | \$9,011.37     | \$94.47                             | \$62.98                     | \$49.24        |
| Marketing/Professional Golf Managem BS      | \$12,459.07                | \$9,432.31     | \$97.34                             | \$64.89                     | \$49.13        |
| Marketing/Professional Tennis Manag BS      | \$12,013.79                | \$8,130.32     | \$93.13                             | \$62.09                     | \$43.71        |
| Marketing/Sales BS                          | \$12,982.22                | \$9,085.24     | \$102.22                            | \$68.15                     | \$49.38        |
| Mathematics Education BS                    | \$17,490.00                | \$13,504.88    | \$152.09                            | \$101.39                    | \$72.22        |
| Mechanical Engineering Technology AAS       | \$10,855.32                | \$8,578.47     | \$159.64                            | \$106.42                    | \$86.65        |
| Med Record Admin Ladder (Yrs 3 & 4) BS      |                            | \$6,310.81     |                                     |                             | \$68.60        |
| Medical Laboratory Technology AAS           | \$8,476.81                 | \$13,577.87    | \$116.12                            | \$77.41                     | \$137.15       |
| Medical Record Technician AAS               |                            | \$5,821.27     |                                     |                             | \$61.93        |
| Medical Tech (Career Mobility) BS (Yrs 3&4) | \$8,910.01                 |                | \$123.75                            | \$82.50                     |                |
| Medical Technology BS                       |                            | \$13,913.49    |                                     |                             | \$71.72        |
| Medical Technology (Integrated) BS          | \$17,334.10                |                | \$124.71                            | \$83.14                     |                |
| Nuclear Medicine Technology AAS             | \$7,408.67                 | \$6,971.13     | \$107.37                            | \$71.58                     | \$60.10        |
| Nuclear Medicine Technology BS              | \$13,110.61                | \$10,580.17    | \$100.08                            | \$66.72                     | \$55.69        |

**Program Teaching Costs**  
**1992-93 Quarter System, 1993-94 Semester System, and**  
**Adjusted 1993-94 Semester to Quarter Conversion \$/SCH (2/3's)**  
**(Teaching Costs Include Fringes)**

D R A F T

| <u>Program Name and Degree</u>            | <u>Total Teaching Cost</u> |                | <u>Total Teaching Cost / Cr Hrs</u> |                             |                |
|-------------------------------------------|----------------------------|----------------|-------------------------------------|-----------------------------|----------------|
|                                           | <u>1993-94</u>             | <u>1992-93</u> | <u>1993-94</u>                      | <u>Adjusted<br/>1993-94</u> | <u>1992-93</u> |
| Nursing ADN                               | \$9,699.47                 | \$9,965.72     | \$129.33                            | \$86.22                     | \$91.43        |
| Nursing BSN                               |                            | \$15,976.57    |                                     |                             | \$88.76        |
| Nursing BSN (Yrs 3 & 4)                   | \$6,457.53                 |                | \$107.63                            | \$71.75                     |                |
| Occupational Education MS                 |                            | \$4,454.97     |                                     |                             | \$99.00        |
| Office Automation Systems BS              | \$13,922.96                | \$11,940.00    | \$116.02                            | \$77.35                     | \$64.19        |
| Operations Management BS                  | \$12,897.42                |                | \$103.18                            | \$68.79                     |                |
| Opticianry AAS                            | \$10,445.90                | \$9,269.37     | \$151.39                            | \$100.93                    | \$93.63        |
| Optometric Technician AAS                 | \$12,345.77                | \$17,473.59    | \$195.96                            | \$130.64                    | \$176.50       |
| Optometry OD (Yrs 3,4,5 & 6)              | \$24,545.22                |                | \$150.58                            | \$100.39                    |                |
| Ornamental Horticulture Technology AAS    | \$8,923.58                 | \$6,060.32     | \$137.29                            | \$91.52                     | \$67.34        |
| Pharmacy BS                               | \$13,270.05                | \$11,024.77    | \$141.93                            | \$94.62                     | \$86.81        |
| Pharmacy/Add-on Pharm.D (Yrs 6 & 7)       | \$25,878.06                |                | \$364.48                            | \$242.99                    |                |
| Pharmacy/Track-in Pharm.D (Yrs 3,4,5 & 6) | \$35,754.15                | \$45,414.68    | \$240.77                            | \$160.51                    | \$161.91       |
| Plastics Engineering Tech BS (Yrs 3 & 4)  | \$10,476.25                | \$6,457.78     | \$161.17                            | \$107.45                    | \$63.94        |
| Plastics Technology AAS                   | \$8,487.73                 | \$7,589.93     | \$121.25                            | \$80.84                     | \$75.15        |



**Program Teaching Costs**  
**1992-93 Quarter System, 1993-94 Semester System, and**  
**Adjusted 1993-94 Semester to Quarter Conversion \$/SCH (2/3's)**  
 (Teaching Costs Include Fringes)

D R A F T

| <u>Program Name and Degree</u>            | <u>Total Teaching Cost</u> |                | <u>Total Teaching Cost / Cr Hrs</u> |                             |                |
|-------------------------------------------|----------------------------|----------------|-------------------------------------|-----------------------------|----------------|
|                                           | <u>1993-94</u>             | <u>1992-93</u> | <u>1993-94</u>                      | <u>Adjusted<br/>1993-94</u> | <u>1992-93</u> |
| Pre-Arts AAS                              |                            | \$4,340.16     |                                     |                             | \$48.22        |
| Pre-Criminal Justice AA                   | \$5,751.40                 |                | \$91.29                             | \$60.86                     |                |
| Pre-Dentistry AS                          | \$5,460.48                 | \$4,270.58     | \$88.07                             | \$58.71                     | \$44.95        |
| Pre-Engineering AAS                       |                            | \$5,649.01     |                                     |                             | \$57.06        |
| Pre-Law AA                                | \$5,537.58                 | \$4,077.95     | \$93.86                             | \$62.57                     | \$45.31        |
| Pre-Medicine AAS                          |                            | \$4,270.58     |                                     |                             | \$44.95        |
| Pre-Mortuary Science AS                   | \$5,826.65                 | \$4,410.85     | \$88.28                             | \$58.86                     | \$45.47        |
| Pre-Optometry AS                          | \$8,971.17                 | \$7,319.40     | \$88.82                             | \$59.22                     | \$50.48        |
| Pre-Pharmacy AS                           | \$5,312.54                 | \$4,157.07     | \$83.01                             | \$55.34                     | \$43.30        |
| Pre-Teaching (Elementary or Secondary) AA | \$7,270.31                 |                | \$111.85                            | \$74.57                     |                |
| Pre-Teaching Elementary AAS               |                            | \$4,524.87     |                                     |                             | \$50.28        |
| Pre-Teaching Secondary AAS                |                            | \$4,399.10     |                                     |                             | \$48.88        |
| Pre-Veterinary AAS                        |                            | \$5,256.37     |                                     |                             | \$52.04        |
| Printing Management BS (Yrs 3 & 4)        | \$9,039.79                 | \$8,013.54     | \$141.25                            | \$94.16                     | \$83.47        |
| Printing Technology AAS                   | \$19,537.38                | \$13,405.14    | \$257.07                            | \$171.38                    | \$135.41       |

**Program Teaching Costs**  
**1992-93 Quarter System, 1993-94 Semester System, and**  
**Adjusted 1993-94 Semester to Quarter Conversion \$/SCH (2/3's)**  
**(Teaching Costs Include Fringes)**

D R A F T

| <u>Program Name and Degree</u>              | <u>Total Teaching Cost</u> |                | <u>Total Teaching Cost / Cr Hrs</u> |                             |                |
|---------------------------------------------|----------------------------|----------------|-------------------------------------|-----------------------------|----------------|
|                                             | <u>1993-94</u>             | <u>1992-93</u> | <u>1993-94</u>                      | <u>Adjusted<br/>1993-94</u> | <u>1992-93</u> |
| Product Design Engineering Tec BS (Yrs 3&4) | \$10,497.27                | \$6,543.48     | \$152.13                            | \$101.42                    | \$67.46        |
| Public Relations BS                         | \$14,327.75                | \$9,880.15     | \$112.82                            | \$75.21                     | \$50.41        |
| Quantitative Business BS                    | \$12,656.74                | \$10,004.47    | \$101.25                            | \$67.50                     | \$50.02        |
| Radiography AAS                             | \$6,808.78                 | \$3,729.68     | \$83.03                             | \$55.36                     | \$36.57        |
| Real Estate AAS                             | \$6,075.39                 | \$4,493.52     | \$97.99                             | \$65.33                     | \$46.32        |
| Rec Ldshp & Mgt/Corp Fitness-Well Track BS  | \$13,965.33                |                | \$117.36                            | \$78.24                     |                |
| Rec Ldshp & Mgt/Leisure Service Track BS    | \$13,842.24                |                | \$117.31                            | \$78.20                     |                |
| Rec Ldshp & Mgt/Outdoor-Adv Edu Track BS    | \$13,456.59                |                | \$108.52                            | \$72.35                     |                |
| Rec Leadership and Mgt/Aquatic Track BS     | \$13,287.04                |                | \$108.02                            | \$72.02                     |                |
| Recreation Leadership & Management BS       |                            | \$8,600.07     |                                     |                             | \$46.99        |
| Respiratory Care AAS                        | \$7,999.40                 | \$7,910.44     | \$109.58                            | \$73.05                     | \$73.24        |
| Retailing AAS                               | \$7,081.93                 | \$4,759.11     | \$105.70                            | \$70.47                     | \$49.57        |
| Retailing BS                                | \$13,016.93                | \$9,041.04     | \$102.50                            | \$68.33                     | \$48.61        |
| Small Business Management BS                | \$12,426.85                | \$9,473.84     | \$103.56                            | \$69.04                     | \$47.37        |
| Social Work BS                              | \$20,846.37                | \$10,559.77    | \$162.86                            | \$108.57                    | \$58.67        |

**Program Teaching Costs**  
**1992-93 Quarter System, 1993-94 Semester System, and**  
**Adjusted 1993-94 Semester to Quarter Conversion \$/SCH (2/3's)**  
 (Teaching Costs Include Fringes)

D R A F T

| <u>Program Name and Degree</u>            | <u>Total Teaching Cost</u> |                | <u>Total Teaching Cost / Cr Hrs</u> |                             |                |
|-------------------------------------------|----------------------------|----------------|-------------------------------------|-----------------------------|----------------|
|                                           | <u>1993-94</u>             | <u>1992-93</u> | <u>1993-94</u>                      | <u>Adjusted<br/>1993-94</u> | <u>1992-93</u> |
| Surveying Engineering BS                  | \$15,636.76                | \$17,228.35    | \$113.31                            | \$75.54                     | \$84.87        |
| Surveying Technology AAS                  |                            | \$9,176.56     |                                     |                             | \$98.67        |
| Technical and Professional Communic BS    | \$16,037.30                | \$7,448.87     | \$128.30                            | \$85.53                     | \$82.77        |
| Technical Drafting and Tool Design AAS    | \$12,587.64                | \$8,212.26     | \$187.88                            | \$125.25                    | \$84.66        |
| Technical Education BS                    | \$17,217.48                |                | \$167.16                            | \$111.44                    |                |
| Technical Education (Yrs 3 & 4) BS        |                            | \$9,938.71     |                                     |                             | \$70.99        |
| Technical Illustration AAS                | \$11,230.53                | \$9,171.68     | \$175.48                            | \$116.98                    | \$96.54        |
| Television Production BS                  | \$15,649.84                | \$14,580.82    | \$121.32                            | \$80.88                     | \$76.74        |
| Training in Bus & Industry (Yrs 3 & 4) BS |                            | \$8,277.22     |                                     |                             | \$63.67        |
| Training in Business and Industry BS      | \$15,034.98                |                | \$150.35                            | \$100.23                    |                |
| Vision Science BS (Yrs 3 & 4)             | \$12,080.45                | \$19,126.50    | \$147.32                            | \$98.22                     | \$162.09       |
| Visual Communication AAS                  | \$6,379.84                 | \$6,920.12     | \$98.15                             | \$65.43                     | \$69.90        |
| Visual Communications BS                  |                            | \$14,883.15    |                                     |                             | \$77.11        |
| Wage Earn Home Econ Edu (Yrs 3 & 4) BS    |                            | \$9,950.44     |                                     |                             | \$72.10        |
| Wage Earning Home Economics Educati BS    | \$17,319.15                |                | \$168.15                            | \$112.10                    |                |

**Program Teaching Costs**  
**1992-93 Quarter System, 1993-94 Semester System, and**  
**Adjusted 1993-94 Semester to Quarter Conversion \$/SCH (2/3's)**  
 (Teaching Costs Include Fringes)

D R A F T

| <u>Program Name and Degree</u>              | <u>Total Teaching Cost</u> |                | <u>Total Teaching Cost / Cr Hrs</u> |                             |                |
|---------------------------------------------|----------------------------|----------------|-------------------------------------|-----------------------------|----------------|
|                                             | <u>1993-94</u>             | <u>1992-93</u> | <u>1993-94</u>                      | <u>Adjusted<br/>1993-94</u> | <u>1992-93</u> |
| Welding Engineering Technology BS (Yrs 3&4) | \$10,994.95                | \$12,193.31    | \$154.86                            | \$103.24                    | \$108.87       |
| Welding Technology AAS                      | \$12,485.13                | \$11,132.71    | \$186.35                            | \$124.23                    | \$115.97       |

**Notes:**

Programs with blanks in 1992-93 occur when a program/track/option existed in 1993-94 (semester system) and not in 1992-93 (quarter system).

Programs with blanks in 1993-94 occur when a program/track/option existed in 1992-93 (quarter system) and not in 1993-94 (semester system).

The adjusted 1993-94 total teaching cost / cr hrs represents the total teaching cost / cr hrs for 1993-94 divided by 2/3.

**VITA**

**I. Name:** James R. White

**Rank:** Adjunct Instructor

**Tenure/Non-tenure:** Non-tenure

**Department or Division:** College of Business/Management Dept.

**Year Joined the Institution:** 1982

**Teaching Experience:**

**Areas of involvement (in teaching)**

1982 - Present Ferris State University-Big Rapids, Business Law  
and Legal Assistant

**II. Education Background (include fields of specialization):**

Admitted to the Bar in Minnesota and Michigan

1977 J.D., William Mitchell College of Law, St. Cloud, MN

1973 B.S., Ferris State College, Business Administration

**III. Prior Experience not in Education:**

1982 - Present Porteous & White, PC, Attorney-at-Law,  
Reed City, MI

1977 - 1982 White and Thompson, Attorney-at-Law,  
Litchfield, MN

**IV. Professional Memberships (include offices held):**

State Bar of Michigan

**V. Community Activities:**

Society for Advancement of Management - President - 1972-73  
Ferris State College

Minnesota Lions Club - Treasurer - 1978-82

Reed City Area Lions Club - President - 1984-85

Lions Club International - Zone Chairman - 1985-87  
District 11-E-1

Mecosta-Osceola Bar Association - Treasurer - 1985-86  
V.P. - 1986-87  
President - 1987-88

Reed City Parent-Teacher Organization - President - 1987-88

Home Hopsice, Inc. - Board of Directors - 1987-92

Reed City Public Schools - Board of Education - 1988 - Present  
President - 1990 - Present

JOHN A. KANE, JR.  
PROFESSOR, COLLEGE OF BUSINESS  
FERRIS STATE UNIVERSITY

### **Education**

J.D. Wayne State University School of Law, 1974

B.S. Cum Laude, Western Michigan University, 1971  
Group Major in Economics, History, Political Science and Sociology  
Minor: Philosophy

### **Business And Government Experience**

Practiced law from 1974 to 1981 as a full time occupation

### **Teaching Experience**

1980 to 1981: Part-time Instructor, Institute for Paralegal Training

1981 to 1985: Assistant Professor and Assistant Coordinator of the Legal Assistant Program, Ferris State University.

1985 to 1990: Associate Professor and Legal Assistant Program Coordinator, Ferris State University.

1990 to 1996: Professor and Legal Assistant Program Coordinator, Ferris State University.

Since 1989, I have engaged in the following professional activities.

### **Course And Curriculum Development**

I am responsible for curriculum and course development for the Legal Assistant Program. I was responsible for the development of the Legal Assistant program semester conversion and developed the course outlines for all of the legal assistant courses except one. Presently John Vermeer and I are creating a Computer lab and classroom to be dedicated to the Legal Assistant program.

Developed the new law course, BLAW 301, Legal Environment of Business.

## **Administration Of A Program**

Coordinator of the Legal Assistant Program.

Duties include:

1. Preparing reports to maintain American Bar Association accreditation of the Legal Assistant Program.
2. Preparing self-evaluation report for the American Bar Association approval sight visit.
3. Coordinating the annual meeting with the Legal Assistant Advisory Committee.
4. Developing courses and curriculum for the program.
5. Meeting with potential students who inquire about the program.
6. Counseling students in the program.
7. Advising the Paralegal Club. I take two or three trips a year to various courts with student groups.
8. Surveying graduates and employers to obtain data for curriculum development and to maintain ABA approval.

## **Professional Activities**

1981-Present. I maintain a small private law practice.

1989-Present. I review book proposals on a regular basis for West and Delmar Publishing Companies.

I read the following Journals on a regular basis.

American Bar Association Journal  
Michigan Bar Journal  
The Michigan Business Law Journal  
Michigan Lawyers Weekly  
National Law Week  
Paralegal Educator  
Legal Professional  
Chronicle of Higher Education

## **American Bar Association Activities**

1992: Represented the ABA in a two day site visit to the University of Detroit-Mercy Legal Assistant Program.

1994: Represented the ABA in a two day site visit to the Madonna University Legal Assistant Program.

## **University Committees**

- 1990 -1991: Faculty representative on the FSU ad hoc committee charged with writing the new student code of conduct and university discipline procedures.
- 1990 -1991: Member, General Counsel Search Committee.
- 1992 -1993: Faculty representative on the FSU ad hoc Policies Committee. The committee was charged with writing the following University polices.
1. Policy on the use of university property by university employees.
  2. Policy on fraud and theft, to include reporting procedures.
  3. Conflict of interest policy.
- 1990 -1992: Member, Library Advisory Committee.
- 1995-1996: College of Business Representative to the Academic Senate
- 1995-1996: Chair, Program Review panel for the Legal Assistant Program.

## **College of Business Committees**

- 1989 -1990: Member, Tenure Policy Review committee
- 1993 -1994: Chair, College of Business Promotions Committee.
- 1994: Chair, Off-campus Review Committee
- 1995: Member, Ad Hoc Committee to update College of Business procedures on all committees. (Co-op, Computer Usage, Promotion/Merit, Sabbatical)
- 1996: Chair, Ad Hoc Committee to update College of Business Tenure Policy.

## **Management Department Committees**

- 1990 -1994: Chair, Management Department Workload Committee
- 1992 -1993: Member, Promotions committee.
- 1991 -1993: Member and Acting Chair, Tenure Committee.
- 1991 -1995: Member of various Tenure sub-committees.



1993-1994: Member, ad hoc committee to review summer rotation lists.

### **Ferris Faculty Association Activities**

1991 -1995: Member, FFA Executive Board.

1989 -1990: Member, FFA Bargaining Team.

1993 - ? : Member, FFA Bargaining Team.

1991 -1994: Member, FFA Grievance Committee. Assisted over 30 faculty members in filing grievances.

1990 -1991: Chair, Ad hoc Committee to draft a new FFA Constitution and By-laws.

1993: Member, Ad hoc Committee to determine validity of requests of Bargaining Unit Member to not pay FFA association fees on religious grounds.

1993: Member, Ad hoc committee to review alleged budget problems at FSU.

1992: Member, Ad hoc committee to determine seniority of returning administrator.

1989 -1995: Faculty representative on 4 different Workload Review Committees. Three for individual faculty reviews and one for a Seniority group.

1993-1994: Member, FFA ad hoc bargaining team to negotiate alternatives to the implementation of the Fiscal Restructuring Plan.

### **Professional Organizations**

Member:

American Bar Association

Michigan Bar Association

American Association for Paralegal Education

Mecosta-Osceola Bar Association

## **Student Organizations**

Advisor, Paralegal Club, 1982 to present.

## **Professional License**

Admitted to practice law in Michigan and in the Federal Courts.

## **Recognition And Honors**

Finalist, Distinguished Teacher Award, 1989

## **Professional Presentations & Speeches**

Presentation - The Litigation Explosion, Ferris Seminar, 1993

## **Community Service**

Member, Good Neighbors of Big Rapids

Member and volunteer, Recycle Mecosta

Member and past director, Big Rapids Food Cooperative

Coach and past vice-president, Big Rapids Youth Soccer League

**VITA**

**I. Name:** John E. Vermeer

**Rank:** Professor

**Tenure/Non-tenure:** Tenure

**Department or Division:** College of Business/Management Dept.

**Year Joined the Institution:** 1985

**Teaching Experience:**

**Areas of involvement (in teaching)**

Business Law

Legal Assistant

1985 - Present Assistant/Associate/Professor

1979 - 1985 Part-Time Instructor, Ferris State  
College

1977 - 1979 Part-Time Instructor, Lansing Community  
College

**II. Education Background (include fields of specialization):**

1979 J.D., Cooley Law School

1974 B.S., Ferris State University

**III. Prior Experience not in Education:**

1985 Private Practice of Law, Criminal, Domestic, Real  
Property and Contracts

1982 - 1984 Mecosta County Prosecutor

1979 - 1982 Private Practice of Law

**IV. Professional Memberships (include offices held):**

Michigan State Bar

U.S. District Court, Western District

Mecosta-Osceola Bar Association

**V. Consulting:**

Wildlife Reserve, Inc., Big Rapids Airport, Trinity Fellowship  
Church.

**VI. Professional Growth Activities:**

Mediation training through the Community Reconciliation Center,  
Inc., Feb. 94 through April 94.

"Teaching Thinking Skills" training seminar, 1990.

**VII. Professional Presentations, Speeches, etc.:**

Numerous Seminars presented to student groups regarding Michigan Landlord/Tenant relations and responsibilities.

**VIII. Institutional Services Performed:**

Computer Usage Committee Chair, 1994 - Present  
Assist the Coordinator to the Legal Assistant Program  
Develop courses for the Legal Assistant Program  
Student Advising for those in the Legal Assisting Program  
Advisor to the Paralegal Club  
Recruiting & Retention Committee, 1994 - Present

**IX. Professionally Related Community Activities:**

Taught the Boy Scout "LAW" Merit Badge.

Appendix

PROGRAM REVIEW PANEL EVALUATION FORM

Program Legal Assistant

Instructions: Circle the number which most closely describes the program you are evaluating.

1. Student Perception of Instruction

Average Score 4.2

|   |   |   |   |   |
|---|---|---|---|---|
| 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|

Currently enrolled students rate instructional effectiveness as extremely high

Currently enrolled students rate the instructional effectiveness as below average

2. Student Satisfaction with Program

Average Score 4.5

|   |   |   |   |   |
|---|---|---|---|---|
| 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|

Currently enrolled students are very satisfied with the program faculty, equipment, facilities, and curriculum

Currently enrolled students are not satisfied with program faculty, equipment, facilities, or curriculum

3. Advisory Committee Perceptions of Program

Average Score 4.5

|   |   |   |   |   |
|---|---|---|---|---|
| 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|

Advisory committee members perceive the program curriculum, facilities, and equipment to be of the highest quality

Advisory committee members perceive the program curriculum, facilities, and equipment needs improvement

4. Demand for Graduates

Average Score 3.8

|   |   |   |   |   |
|---|---|---|---|---|
| 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|

Graduates easily find employment in field

Graduates are sometimes forced forced to find positions of their field

9. Qualifications of Administrators and Supervisors Average Score 5

|   |   |   |   |   |
|---|---|---|---|---|
| 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|

All persons responsible for directing and coordinating this program demonstrate a high level of administrative ability

Persons responsible for directing and coordinating this program have little administrative training and experience

10. Instructional Staffing Average Score 4.8

|   |   |   |   |   |
|---|---|---|---|---|
| 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|

Instructional staffing for this program is sufficient to permit optimum program effectiveness

Staffing is inadequate to meet the needs of this program effectively

11. Facilities Average Score 4.8

|   |   |   |   |   |
|---|---|---|---|---|
| 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|

Present facilities are sufficient to support a high quality program

Present facilities are a major problem for program quality

12. Scheduling of Instructional Facilities Average Score 5

|   |   |   |   |   |
|---|---|---|---|---|
| 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|

Scheduling of facilities and equipment for this program is planned to maximize use and be consistent with quality instruction

Facilities and equipment for this program are significantly under-or-over-scheduled

13. Equipment Average Score 4.6

|   |   |   |   |   |
|---|---|---|---|---|
| 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|

Present equipment is sufficient to support a high quality program

Present equipment is not adequate and represents a threat to program quality