

**COLLEGE OF DuPAGE**  
**Paralegal Studies Program**  
**Statement of Goals and Objectives**

Program Goal:

To educate and prepare students to become career paralegals who, under the supervision of an attorney, can work ethically and effectively in a variety of legal settings and adapt to the changing role of paralegals in the delivery of legal services.

Program Objectives:

The paralegal studies program is designed to provide students with the knowledge, skills, values and attitudes they need to become highly competent, ethical paralegals working in the delivery of legal services, and who will make a positive contribution to the advancement of the paralegal profession. The program's learning objectives, listed below, indicate the knowledge, skills, and abilities that students will have acquired upon completion of the program.

*Upon completion of the paralegal studies program, students will be able to:*

- 1. Explain the role of the paralegal in the effective delivery of legal services in various settings in which paralegals work, including large and small law firms, corporations and businesses, governmental agencies, and legal aid offices.*
- 2. Describe the ethical responsibilities of paralegals, the rules of professional conduct governing lawyers, and the application of these rules to paralegals.*
- 3. Apply practical methods to complete assigned legal tasks..*
- 4. Demonstrate competency in a legal setting by completing a paralegal practicum under the supervision of a practicing attorney and a faculty member.*
- 5. Analyze, implement, and complete a legal research project using both print and electronic resources.*
- 6. Produce legal documents that meet professional standards, reflect accurate legal research, and are in correct format.*
- 7. Demonstrate proficiency in use of computer technology applications common in the workplace.*