

A faint, light gray illustration of a pair of scales of justice is centered in the background. It features a central vertical pillar with a horizontal beam across the top, from which two pans hang. The base is a circular platform with concentric lines.

**Paralegal
Program
Directory**

MPA Massachusetts Paralegal Association

Massachusetts Paralegal Association, Inc.
P.O. Box 1381
Marblehead, MA 01945
Phone: 1-800-637-4311
Fax: 978-283-1370
e-mail: Massachusetts@paralegals.org
www.massparalegal.org

PROGRAM DIRECTORY

What is a paralegal?

The American Bar Association defines a paralegal as “a person, qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible.”

Benefits:

- ◆ Career is relatively early in development, allowing many opportunities in the legal field
- ◆ Challenging, interesting career
- ◆ Flexible career, can work full-time, part-time or as a temporary or freelance agent
- ◆ Competitive pay and benefits
- ◆ Stable career field with steady growth forecast
- ◆ Option to test the waters in different specialty areas
- ◆ Alternative to being a lawyer (and going through law school, taking the bar exam, etc.)
- ◆ Provides ability to explore legal field if you are considering law school
- ◆ Provides a legal background which is useful in aspects of everyday life (i.e., writing your will, purchasing or selling a house, entering into various contracts, etc.)
- ◆ Relatively stable hours
- ◆ Opportunity to travel

Roles/Responsibilities:

A legal assistant may perform any task delegated by an attorney, including but not limited to:

- ◆ Conducting client interviews and maintaining general contact with the client, as long as the client is aware that the legal assistant is not an attorney, and the legal assistant is working under the supervision of an attorney.
- ◆ Finding and interviewing witnesses.
- ◆ Conducting investigations and statistical and documentary research.
- ◆ Conducting legal research.
- ◆ Preparing exhibits.
- ◆ Drafting legal documents, correspondence and pleadings.
- ◆ Summarizing depositions, interrogatories and testimony.
- ◆ Writing briefs.
- ◆ Attending executions of wills, real estate closings, depositions, court or administrative hearings and trials with the attorney.
- ◆ Maintaining and organizing files.

Essential Skills:

- ◆ Strong oral and written communication skills
- ◆ Ability to document and present findings and opinions to supervising attorneys
- ◆ Strong computer skills
- ◆ Analytical thinking ability
- ◆ Research and investigative skills
- ◆ Ability to probe and ask questions
- ◆ Detail-oriented
- ◆ Flexible
- ◆ Ability to work under pressure
- ◆ Able to work independently and as part of a team
- ◆ Organized
- ◆ Ability to get along with many types of people
- ◆ Pleasant demeanor

Career Outlook:

Paralegals are anticipated to rank among the fastest-growing occupations in the economy through 2008 as they increasingly perform many legal tasks formerly carried out by lawyers.

Opportunities:

- ◆ Law Firms
- ◆ Prosecutors and Attorneys General
- ◆ Courts
- ◆ Town Clerk Offices
- ◆ Corporations
- ◆ Real Estate and Title Insurance Companies
- ◆ Government Offices and Administrative Agencies
- ◆ Bank Trust and Estate Departments
- ◆ Hospitals and Health Care Organizations
- ◆ Auditing Companies
- ◆ Self-Employment
- ◆ Non-Profit Organizations

Additional Information:**Massachusetts Paralegal Association**

<http://www.massparalegal.org>

National Federation of Paralegal Associations

<http://www.paralegals.org/home.html>

Standing Committee on Legal Assistants

<http://www.abanet.org/legalservices/legalassistants/home.html>

American Association of Paralegal Education

<http://www.aafpe.org/index.html>

Anna Maria College
50 Sunset Lane
Paxton, MA 01612
Telephone: 508-849-3380
Fax: 508-849-3362

Contact: Ms. Janet W. Fisher
e-mail: jfisher@annamaria.edu
Web site: www.annamaria.edu

Program(s)

Program Name: Paralegal Studies Department
Department: Independent

✧ **Certificate Program**

Prerequisites: Associates Degree with 18 hours of general education credit/Bachelors Degree
Requirements for Completion: 24 Credit Hours

✧ **Associate Degree**

Prerequisites: None
Requirements for Completion: 60 Credit Hours

✧ **Bachelor's Degree (B.S./B.A.)**

Prerequisites: None
Requirements for Completion: 120 Credit Hours

Need help choosing a program? Keep in mind what you're looking to get out of the program. The NFPA recommends weighing the educational objectives of the program, the reputation of the program and its parent college, admissions standards to determine if you are eligible for the program, ABA approval, membership in the AAFPE, qualifications of the program directors and faculty, internship opportunities, placement record, and the curriculum itself. (National Federation of Paralegal Associations Web site, www.paralegals.org)

Assumption College
500 Salisbury Street
Worcester, MA 01609
Telephone: 508-767-7542
Fax: 508-767-7053

Contact: Maureen Bedard or Brian Bercier, Academic
Counselors

e-mail: chmartin@assumption.edu

Web site: www.assumption.edu

Program(s)

Program Name: Paralegal Studies

Department: Continuing & Professional Education

* **Certificate Program**

Prerequisites: None required; Bachelor's Degree
recommended

Requirements for Completion: 8 Courses

Specialty Spotlight: What would being a litigation paralegal entail?

Litigation paralegals can handle cases from personal injury to commercial lawsuits. They interview witnesses, draft pleadings, memoranda and briefs, summarize and analyze documents, investigate facts, conduct legal and factual research, acquire and organize information to assist in trial preparation, accompany attorneys to trial, and help prepare for appeals. Litigation is often very fast-paced and intellectually stimulating.

Atlantic Union College
338 Main Street, PO Box 1000
South Lancaster, MA 01561
Telephone: 800-282-2030
Fax: 978-368-2015

Contact: Carmen Rodriguez
Web site: www.atlanticuc.edu

Program(s)
Program Name: Paralegal Studies
Department: Unknown

✱ **Certificate Program**

Prerequisites: None specified

Requirements for Completion: 18 Credit Hours

✱ **Associate Degree**

Prerequisites: None

Requirements for Completion: 24 Credit Hours in
paralegal courses; 44 general education credits

Specialty Spotlight: What does a corporate paralegal do?

Corporate paralegals are responsible for drafting documents, agreements and employee benefit plans, fulfilling securities reporting requirements, and conducting patent and trademark searches. In smaller companies, a corporate paralegal might be the entire legal department, and the paralegal will need to know when outside counsel must be called upon to handle matters, as well as work with the attorney to ensure the company's interests are protected.

Bay Path College
588 Longmeadow Street
Longmeadow, MA 01106-2292
Telephone: 413-565-1238
Fax: 413-565-1116

Contact: Ann Dobmeyer Esq., Chair, Legal Studies
Department
e-mail: dobmeyer@baypath.edu
Web site: www.baypath.edu

Program(s)*

Program Name: Legal Assistant/Legal Studies/Paralegal
Department: Legal Studies

* **Certificate Program**

Prerequisites: Associates/Bachelors Degree, 60 Credit
Hours of College Credits

Requirements for Completion: 21 Semester Units

* **Associate Degree**

Prerequisites: High School Diploma/GED

Requirements for Completion: 21 Semester Units of
Paralegal Courses; 46 Semester Units Total

* **Bachelor's Degree (B.S./B.A.)**

Prerequisites: High School Diploma/GED

Requirements for Completion:

For Bachelor of Science: 48-51 Semester Units of
Paralegal Courses; 94-97 Semester Units Total

For Bachelor of Arts: 36-39 Semester Units of Paralegal
Courses; 82-85 Semester Units Total

Paralegal Club on Campus

* ABA-approved

Becker College
61 Sever Street
Worcester, MA 01609-2165
Telephone: 508-791-9241
Fax: 508-890-1511

Contact: Mr. John Dorsey, Director
e-mail: dorsey@beckercollege.edu
Web site: www.beckercollege.edu

Program(s)

Program Name: Paralegal Studies Program
Department: Humanities and Social Sciences/Continuing Ed

✧ **Certificate Program**

Prerequisites: None

Requirements for Completion: 18 Credit Hours

✧ **Associate Degree**

Prerequisites: None

Requirements for Completion: 60 Credit Hours

✧ **Bachelor's Degree (B.S./B.A.)**

Prerequisites: None

Requirements for Completion: 120 Credit Hours

Specialty Spotlight: What kind of work do real estate paralegals do?

Real estate paralegals are responsible for drafting transaction documents, preparing for closings, and researching title and administrative processes involved in land and environmental use. (National Federation of Paralegal Associations Web site, www.paralegals.org)

Boston University
755 Commonwealth Ave.
Boston, MA 02215-1400
Telephone: 617.353.6000

Contact: Melissa Price
e-mail: meprice@bu.edu
Web site: www.met.bu.edu

Program(s)
Program Name: Paralegal Certificate Program
Department: Center For Professional
Education At Boston University

* **Certificate Program**

Prerequisites: None

Requirements for Completion: 7 Courses

Education: What kind of classes should be included in my curriculum?

In addition to general education courses such as English composition, mathematics, philosophy/logic, science, sociology, history and speech/communication, the NFPA recommends taking courses in business, economics, psychology, computer science and foreign languages. Legal specialty classes should include litigation/civil procedure, legal research and writing, real estate, business and corporate law, contracts, torts, wills, trusts and estate planning, and family law. Also useful are courses in advanced legal research and writing, bankruptcy law, intellectual property, immigration law, employment law, environmental law, elder law, and tax law, among others. The NFPA also recommends that students participate in an internship prior to graduation. (National Federation of Paralegal Associations Web site, www.paralegals.org)

Bunker Hill Community College
250 New Rutherford Avenue
Boston, MA 02129
Telephone: 617-228-2422

Contact: Dean of Professional Studies
e-mail: onlineadvising@bhcc.mass.edu
Web site: www.bhcc.mass.edu

Program(s)
Program Name: Paralegal (Certificate Program)
Department: Business Administration

★ **Certificate Program**

Prerequisites: No

Requirements for Completion: 27 Credit Hours

What is Pro Bono work?

Pro Bono literally means “for the good” in Latin and is recognized in the legal community as providing free legal services for those who can’t afford lawyers. While paralegals cannot give legal advice, they can work with their local bar associations to participate in pro bono activities. The majority of paralegals provide family law services, including preparing protection from abuse complaints and being court-appointed child advocates. Other paralegals assist homeless shelter residents on legal problems, help AIDS and terminally ill patients with wills, and provide services to small nonprofit companies to help them incorporate.

Cape Cod Community College
2240 Iyanough Road
West Barnstable, MA 02668-1599
Telephone: 508-362-2131
Fax: 508-375-4031

Contact: Ms. Camille Beale
e-mail: cbeale@capecod.mass.edu
Web site: www.capecod.mass.edu

Program(s)
Program Name: Business Technology
Department: Business

★ **Certificate Program**

Prerequisites: None

Requirements for Completion: 24 Credit Hours

Specialty Spotlight: What does a probate paralegal do?

A probate paralegal's job can include interviewing clients, arranging for collection, drafting wills, valuing and transferring assets, administering estate accounts, analyzing the best way to handle assets and distribution to receive the best tax benefits, and preparing tax returns. Probate paralegals may also spend time explaining the probate process to family members and locating heirs. (National Federation of Paralegal Associations Web site, www.paralegals.org)

EASTERN NAZARENE COLLEGE

Paralegal Certificate Program
Eastern Nazarene College
Cecil R. Paul Center for Business
180 Old Colony Avenue
Quincy, MA 02170-3831

Telephone: 617-774-6703
1-800-439-LEAD

Contact: Mr. Anderson Mar
e-mail: mara@enc.edu
Web site: www.enc.edu

Program(s)

Program Name: Paralegal Certificate Program
Department: LEAD Program

* **Certificate Program**

Prerequisites: None

Requirements for Completion: 18 Credit Hours

Elms College
291 Springfield Street
Chicopee, MA 01013-2839
Telephone: 413-594-7787
Fax: 413-594-8173

Contact: Katherine A. Currier, currierk@elms.edu
e-mail: currierk@elms.edu
Web site: www.elms.edu

Program(s)*

Program Name: Department of Paralegal and Legal Studies
Department: Division of Business and Law

* **Certificate Program**

Prerequisites: associates or bachelor's degree or must attain 60 college credits, of which 18 must be in general education and distributed across three disciplines by time of graduation

Requirements for Completion: 27 credits with a 2.67 grade point average

* **Associate Degree**

Prerequisites: High School Diploma/GED

Requirements for Completion: 60 credits, of which 27 comprise the required courses for the certificate

* **Bachelor's Degree (B.S./B.A.)**

Prerequisites: High School Diploma/GED

Requirements for Completion: 120 credits, of which 27 comprise the required courses for the certificate

Paralegal Club on Campus

* ABA-approved

Fisher College
118 Beacon Street
Boston, MA 02116
Telephone: 617-236-8188
Fax: 617-236-5473

Contact: Mr. Charles C. Perkins, 617-236-8829
e-mail: cperkins@fisher.edu
Web site: www.fisher.edu

Program(s)
Program Name: Paralegal Studies
Department: Career and Professional Studies

★ **Certificate Program**

Prerequisites: None

Requirements for Completion: 30 Credit Hours

★ **Associate Degree**

Prerequisites: N/A

Requirements for Completion: 60 Credit Hours

Specialty Spotlight: What is an employment paralegal's job like?

Employment paralegals may do a lot of the same things litigation paralegals do, in addition to drafting employee policy and procedures manuals, helping to facilitate positions in organized labor campaigns, and preparing position papers, complaints and affidavits in discrimination cases. (National Federation of Paralegal Associations Web site, www.paralegals.org)

Marian Court College
35 Little's Point Road
Swampscott, MA 01907
Telephone: 781-595-6768
Fax: 781-595-3650

Contact: Ms. Deborah Federico, Assistant Director of
Admissions for Adult Learners
e-mail: dfederico@mariancourt.edu
Web site: www.mariancourt.edu

Program(s)
Program Name: Paralegal Studies
Department: Business

* **Certificate Program**

Prerequisites: N/A

Requirements for Completion: 8 Courses

* **Associate Degree**

Prerequisites: N/A

Requirements for Completion: 20 Courses

Specialty Spotlight: Working for a legal services agency

Paralegals in legal services agencies work as counselors and advocates and may obtain government benefits for clients. Often, they maintain their own caseloads and are responsible for everything from initial client interviews to representing the client at administrative agency hearings. (National Federation of Paralegal Associations Web site, www.paralegals.org)

Massachusetts Bay Community College

50 Oakland St.

Wellesley Hills, MA 02481

Telephone: 781-239-3000

Fax: 781-239-1047

Contact: Elizabeth Roop, Dean

e-mail: eroop@mbcc.edu

Web site: www.massbay.edu

Program(s)

Program Name: Paralegal Studies

Department: Humanities, Business and Social Sciences

* **Certificate Program**

Prerequisites: High School Diploma or GED for college admission

Requirements for Completion: 27/29 Credits

* **Associate Degree**

Prerequisites: High School Diploma or GED for college admission

Requirements for Completion: 68/70 Credits

Paralegal Options: What are some non-traditional legal jobs open to paralegals?

Graduates from paralegal programs are not limited to working in law firms or as corporate paralegals. Some of the titles that are bestowed upon graduates include Compliance Analyst, Risk Management Coordinator, Senior Personnel Analyst, Contract Administrator, Technical Writer, Probation Officer, Stock Administrator, Legislative Assistant, Law Librarian, Licensing Specialist, Docket Clerk and Investigator. A paralegal degree can open doors for those who may later shift away from the traditional law firm jobs. (National Federation of Paralegal Associations Web site, www.paralegals.org)

Massachusetts Continuing Legal Education, Inc.
(MCLE)

10 Winter Place
Boston, MA 02108
Telephone: 617-350-7006
Fax: 617-482-9498

Contact: Jonathan Small, Esq., Associate Director for
Programs

e-mail: jsmall@mcle.org

Web site: www.mcle.org

Program(s)

Program Name: Paralegal Program

MCLE offers 6 seminars per year on paralegal topics. Program length varies (typically 4 or 7 hours). MCLE also offers online programs that fulfill continuing education requirements.

Why take continuing education classes?

The law is constantly changing, especially in areas such as immigration and employment. While continuing education is not a requirement in Massachusetts, it is important for paralegals who want to stay on top of the areas of law they are regularly facing. In addition, paralegals who have passed the Paralegal Advanced Competency Exam (PACE) offered by the NFPA and received a Registered Paralegal (RP) designation are required to certify that they have completed twelve hours of Continuing Legal Education every two years, including one hour of ethics. Member associations and other professional designations may also require CLE credits for continued membership and for the paralegal to continue to hold a special designation. (National Federation of Paralegal Associations Web site, www.paralegals.org)

Merrimack College
315 Turnpike St.
North Andover, MA 01845
Telephone: 978-837-5101
Fax: 978-837-5226

Contact: Diane Aprile, Associate Director
e-mail: daprile@merrimack.edu
Web site: www.merrimack.edu

Program(s)
Program Name: Paralegal Studies
Department: Division of Continuing/Professional Education

* **Associate Degree**

Prerequisites: high school diploma or GED

Requirements for Completion: 60 Credit Hours

Strategies for Success: Creating a Professional Portfolio

Always keep your ultimate goal in your mind: landing a job upon graduation. This may sound daunting, but if you begin a professional portfolio while you're still in school, finding that job will be much easier. Ideally, the portfolio will showcase your abilities and provide you with more self-awareness of your strengths as a professional.

Begin by asking yourself about your goals. What do you want to achieve academically and professionally? How are you doing with those goals right now? How can you show that you're accomplishing those goals? What can you do right now to improve your education and move toward the fulfillment of your goals? ("Scrapbook for Success" by Susan Howery)

Middlesex Community College

591 Springs Road
Bedford, MA 01730

&

33 Kearney Square
Lowell, MA 01852

Contact: Deborah B. Walsh, Dir. of Paralegal Studies

e-mail: walshd@middlesex.mass.edu

Web site: www.middlesex.mass.edu

Program(s)

Program Name: Paralegal Studies

Department: Social Science and Human Services,
Liberal Studies

✱ **Certificate Program**

Prerequisites: High School Diploma/GED

Requirements for Completion: 30 Credits, minimum 2.0
GPA

✱ **Associate Degree**

Prerequisites: High School Diploma/GED

Requirements for Completion: 60-61 credits

Strategies for Success: Your Professional Portfolio, Part 2

Your next step is to begin constructing your professional portfolio. To begin, write your own educational values statement, which should be approximately one page. Include your long term educational and career goals, a self-assessment of your skills, attitudes, habits and areas that need improvement, your short term goals and plans to achieve them, and a reflection on how your short term goals will result in your long term goals. ("Scrapbook for Success" by Susan Howery)

Mildred Elley School
505 East Street, Suite 107
Pittsfield, MA 01201
Telephone: 413-442-0333
Fax: 413-442-2269

Contact: James Czarnick, Enrollment Manager
e-mail: stickney@nycap.rr.com
Web site: mebs.nycap.rr.com

Program(s)
Program Name: Paralegal Program
Department: Paralegal

✱ **Certificate Program**

Prerequisites: High School Diploma or GED

Requirements for Completion: GPA 2.0 and 80% attendance

Strategies for Success: Your Professional Portfolio, Part 3

Your next step is to add some material to the portfolio. Gather up your projects, writing assignments and legal pleadings and documents that you've written as part of your coursework. Collect everything that you complete in your program and store it in a three-ring binder in a safe place. Later, you can pick and choose what to include in a portfolio. You'll want the final product that you send to a prospective employer to be concise — lawyers generally do not have time to pore over hundreds of pages of writing samples. ("Scrapbook for Success" by Susan Howery)

Mount Wachusett Community College
444 Green Street
Gardner, MA 01440
Telephone: 978-630-9110

Contact: Jacqueline Belrose, J.D.
e-mail: j_belrose@mwcc.mass.edu
Web site: www.mwcc.mass.edu

Program(s)
Program Name: Paralegal Studies
Department: Business and Social Sciences

✧ **Certificate Program**

Prerequisites: High School Diploma/GED; allied health paralegal requires an associate's degree in a related healthcare profession
Requirements for Completion: 27 Credit Hours

✧ **Associate Degree**

Prerequisites: High School Diploma/GED
Requirements for Completion: 62-64 Credit Hours

Strategies for Success: Your Professional Portfolio, Steps 4 and 5

Organize your portfolio. Use a table of contents and colored tabs to identify everything that's in the portfolio.

Review your portfolio regularly, and think about what's missing. Begin this process during your first paralegal course in the program to ensure your portfolio is reflective of your coursework and abilities. ("Scrapbook for Success" by Susan Howery)

Newbury College
129 Fisher Avenue
Brookline, MA 02146
Telephone: 617-730-7007
Fax: 617-730-7095

Contact: Christopher Fauske, Dean
e-mail: cfauske@newbury.edu
Web site: www.newbury.edu

Program(s)
Program Name: Paralegal Studies
Department: Arts, Science & Technology

* **Certificate Program**

Prerequisites: none

Requirements for Completion: 22 Credits

* **Associate Degree**

Prerequisites: High School Diploma

Requirements for Completion: 60/61 credits

Strategies for Success: Your Professional Portfolio, Step 6

Remember that your portfolio, like the law, is a changing, growing thing. Use it to measure your progress toward your goals. Adapt it for other purposes, such as academic planning, job placement and scholarship applications. Maintain your portfolio the rest of your life, and keep it as up-to-date as you are. ("Scrapbook for Success" by Susan Howery)

North Shore Community College

One Ferncroft Road
Danvers, MA 01923
Telephone: 978-762-4000
Fax: 978-921-4496

Contact: Ellen O'Donnell, Program Coordinator
e-mail: eodonnell@northshore.edu
Web site: www.northshore.edu

Program(s)*

Program Name: Paralegal Studies
Department: Paralegal Dept.

* **Certificate Program**

Prerequisites: Bachelor's or Associate's Degree
Requirements for Completion: 9 courses

* **Associate Degree**

Prerequisites: High School Diploma/GED
Requirements for Completion: 60 credits

Survival Skills: Thinking and Reading Critically

Paralegals are expected to think on their feet. They need to readily comprehend the material they read and pick out its important and useful areas, either because they support the client's side or present a challenge to the client that must be overcome. ("All the Right Stuff" by Diane Petropulos)

* ABA-approved

Northeastern University

360 Huntington Ave.

269 Ryder Hall

Boston, MA 02115

Telephone: 617-373-7682

Fax: 617-373-2325

Contact: Ms. Majorie Duffy, Dir. of Paralegal Studies

e-mail: m.duffy@neu.edu

Web site: www.ace.neu.edu/paralegal

Program(s)

Program Name: Paralegal Professional Program

Department: University College

* **Certificate Program**

Prerequisites: Bachelor Degree or Several Years of Legal Work Experience

Requirements for Completion: 12 weeks, 104 hrs. Of instruction, intensive program

Survival Skills: Communicating Well

Paralegals need to organize their thoughts logically and clearly on paper as well as orally. An above-average vocabulary, dictionary, and thesaurus will be valuable tools for the job, as well as a copy of Strunk and White's *The Elements of Style*. A well-written sentence can have the persuasive power needed to win a case.

Paralegals also need to be well-versed on the subjects before offering information on a case. Doing homework and reading up on the case and its legal issues before presenting information is key, as well as being able to create a brief synopsis for the supervising attorney on the case. There is a fine line between being overly verbose and oversimplifying. ("All the Right Stuff" by Diane Petropulos)

Northern Essex Community College

45 Franklin St.

Lawrence, MA 01840

Telephone: 978-738-7409

Fax: 978-738-7450

Contact: Judith Pollock Ciampi, Coordinator, Paralegal
Studies Program

e-mail: jciampi@necc.mass.edu

Web site: www.necc.mass.edu

Program(s)*

Program Name: Paralegal Studies

Department: Humanities, Human Services and Social
Sciences

* **Certificate Program**

Prerequisites: Bachelor's Degree or 36 College credits
Requirements for Completion: Liberal Arts and
Paralegal Specialty Courses

* **Associate Degree**

Prerequisites: High School Diploma

Requirements for Completion: Transfer Option - 62-63
credits required for students wishing to transfer to
another institution to obtain a Bachelor's Degree

Career Option - 61 credits to obtain an AS and do not
intend to obtain a Bachelor's Degree

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Quincy College
34 Coddington St.
Quincy, MA 02169
Telephone: 617-984-1700
Fax: 617-984-1678

Contact: Sandra Smales, Program Coordinator
e-mail: ssmales@quincycollege.edu
Web site: www.quincycollege.edu

Program(s)
Program Name: Legal Studies
Department: Business & Careers

* **Certificate Program**

Prerequisites: High School Diploma or GED for college admission

Requirements for Completion: 10 law specific courses

* **Associate Degree**

Prerequisites: High School Diploma or GED

Requirements for Completion: 10 law specific courses, 7 college-wide core courses, 3 electives

Survival Skills: Details, Details

Seasoned paralegals know that even the most ostensibly trivial details can make a huge difference in the outcome of a case. Taking careful notes of every conversation and organizing those notes carefully are essential in capturing the details and the nuances in the case. Critical information must be retrievable at a moment's notice, and the importance of proper organizational skills cannot be stressed enough. ("All the Right Stuff" by Diane Petropulos)

Rivier College
420 Main St.
Nashua, NH 03060
Telephone: 800-44-Rivier
Fax: 603-897-8883

Contact: George Kaloudis, Chair
e-mail: gkaloudis@rivier.edu
Web site: www.rivier.edu

Program(s)*

Program Name: Paralegal Studies Certificate Program/Legal
Studies Concentration

Department: History, Law & Government

* **Certificate Program**

Prerequisites: Bachelors Degree

Requirements for Completion: 10 Courses and
Internship

* **Bachelor's Degree (B.S./B.A.)**

Prerequisites: High School Diploma or GED, acceptable
SAT score and GPA for general college admission

Requirements for Completion: 120 college credit hours,
full time days or part time evenings

* ABA-approved

Roxbury Community College
1234 Columbus Avenue
Roxbury Crossing, MA 02120
Telephone: 617-427-0060

Contact: Admissions Office
Web site: www.rcc.mass.edu

Program(s)
Program Name: Paralegal Studies
Department: Criminal Justice and Law

* **Certificate Program**

Prerequisites: None

Requirements for Completion: Minimum GPA of 2.0

Survival Skills: Solving Problems

Attorneys and clients should look to paralegals as a key resource in the legal process. Paralegals need to get the word out that they are competent and vital tools by having a “can-do” attitude. Being a creative problem solver is an asset, as the law is not as cut-and-dried as it seems. There may be no right or obvious answer to a problem; there may be no precedent. But the challenge comes in finding a solution that works for the client and the attorney. (“All the Right Stuff” by Diane Petropulos)

Stonehill College
320 Washington St.
Easton, MA 02357
Telephone: 508-565-1470
Fax: 508-565-1422

Contact: Ms. Shelly Sandler Leahy, Dir. of Part Time Studies
e-mail: sleahy@stonehill.edu
Web site: www.stonehill.edu

Program(s)
Program Name: Paralegal Studies
Department: Paralegal Studies

✱ **Certificate Program**

Prerequisites: none

Requirements for Completion: Ten 3 College Credit
Hour Courses

Survival Skills: Multitasking – I Can Walk AND Chew Gum at the Same Time

Paralegals, unfortunately, usually do not get to work uninterrupted on one project for an indefinite period of time. There is always some emergency, some client matter that must be bumped ahead. This is where multitasking becomes key. Paralegals must be able to drop one project and pick up another at a moment's notice, adapt to (sometimes rapidly) changing circumstances, new facts and situations that require rethinking an approach to strategy. ("All the Right Stuff" by Diane Petropulos)

Suffolk University
41 Temple Street
Boston, MA 02114
Telephone: 617-573-8228
Fax: 617-305-1743

Contact: Program Dir. Lynne Dahlborg
e-mail: lynne.dahlborg@suffolk.edu
Web site: www.Suffolk.edu

Program(s)*

Program Name: Legal Studies Program
Department: Education and Human Services

* **Certificate Program**

Prerequisites: Requires either a Bachelor's degree, or 30 hours of general education, or 2 years of experience working under supervision of attorney

Requirements for Completion: 30 credit hours of course work (10 3-credit courses)

* **Associate Degree**

Prerequisites: High School Diploma or GED and SAT

Requirements for Completion: Completion of 65-68 credit hours of course work (10 3-credit paralegal courses, plus university requirements)

* **Bachelor's Degree (B.S./B.A.)**

Prerequisites: High School Diploma or GED, SAT

Requirements for Completion: Completion of 122 credit hours of course work (12 3-credit and 1 1-credit paralegal courses, plus university requirements)

Paralegal Club on Campus - SUPA (Suffolk University
Paralegal Association)

* ABA-approved

University of Massachusetts - Lowell

One University Avenue
Lowell, MA 01854
Telephone: 978-934-4000
Fax: 978-934-3086

Contact: Advising Center
Web site: www.uml.edu

Program(s)

Program Name: Paralegal Studies
Department: Criminal Justice/Liberal Arts

✧ **Certificate Program**

Prerequisites: Completion of 45 Credit Hours of general college study or two years work experience in a legal field

Requirements for Completion: 4 required courses and 3 electives

✧ **Bachelor's Degree (B.S./B.A.)**

Prerequisites: General University Admission
Requirements

Requirements for Completion: 120 Credit Hours

Survival Skills: Being a People Person

It's no secret that law firms and legal environments are full of a veritable smorgasbord of personalities. Being able to get along with different types of people goes a long way toward increasing a paralegal's marketability and value to the employer. Handling frustrated attorneys, clients and support staff alike will all be part of the job. ("All the Right Stuff" by Diane Petropulos)