

Northern Essex Community College

PARALEGAL PROGRAM
Coordinator Handbook



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Leadership Project 2011

Coordinator Handbook

MONTH: AUGUST

Students/Graduates

Action	Date Requested	Due Date	Documents Required	Contract Person	Comments
Information Sessions: Required of all prospective students prior to admission into the Paralegal Program	Set up dates in June so information can be distributed to Academic Advising and Posted on College Bulletin Boards.	Approximately 2 information sessions per week are scheduled for month of August.	See Information Session Traveling Box for all required documents.	Grace Young for distribution to Academic Advising; Student Activities for posting around campus; Trish Butler to relay to interested students.	See Information Session Traveling Box for all relevant documents. Information Session Instructions EX. 25
Registration Sessions: For new students as well as matriculated students who did not register during Advanced Registration.	Set up dates in June so information can be distributed to Academic Advising and Posted on College Bulletin Boards.	Approximately 2 registration sessions per week are scheduled for month of August.	See Registration Notebook for all required documents.	Grace Young for distribution to Academic Advising; Student Activities for posting around campus; Trish Butler to relay to interested students.	See Registration Notebook for instructions. Registration form EX. 16

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Revise Paralegal Program Orientation Manual		Before classes start.	Paralegal Program Orientation Manual		Make enough copies for all new accepts as well as extras for students in Introduction to Paralegalism who have not yet been accepted. Distribute Manual to all new students in Introduction to Paralegalism courses. EX. 1
Update new accept folders		Early September	Student Folders		See sample student folder.
Update accepted students chart		Early September	Accept List	Cheryl Tine	Decision Forms must be completed and sent to Cheryl Tine. EX. 9; EX. 3
Ensure that all Decision forms have been sent to Enrollment services.	Throughout year	Early September	Decision Form	Cheryl Tine	Decision form EX. 3

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MONTH: SEPTEMBER

ABA

Action	Date Requested	Due Date	Documents Required	Contract Person	Comments
Plan for Legal Advisory Board Meeting		Early in semester	Meeting Notice Agenda Minutes	Molly N. or Trish Butler for room reservations	Room Reservation Instructions EX. 4; EX. 26
Ensure that all paralegal textbooks are on reserve in the library		Early in semester		Franklin Street Librarian	
Make arrangements to attend National AAFPE conference.		Plans should be finalized by the end of the month. Conference is at end of October.	Plane tickets Conference fees Hotel room and transfers (Perkins Funding?)		This is an ABA requirement. If coordinator is unable to attend a paralegal faculty member should attend in her place. www.aafpe.org

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MONTH: SEPTEMBER

Faculty

Action	Date Requested	Due Date	Documents Required	Contract Person	Comments
Collect syllabi from all faculty		First week of classes.			Need for ABA
Collect rosters from all paralegal faculty.		First week of classes.		Faculty or Trish Butler	Rosters are needed by coordinator periodically to locate students, arrange meetings, etc...
Plan for Paralegal Faculty Meeting		Early in semester	Meeting Notice Agenda Minutes		ABA requires one meeting per semester. Usually done in November and March. EX. 27
Keep new faculty members apprised of all deadlines and teaching requirements. Inform them that they will be asked to provide copies of practical assignments and actual student samples from all PAR courses they teach at the end of the semester.					Documents are requirements of ABA.
Inform faculty members of Program assessment work that they have to collect during the course of the semester.			Program Assessment	Ellen Wentland	

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Remind faculty members of due date for first NP roster. (Explain requirement to new faculty.)		September 22	September 28	My NECC: Banner Self Service	Registrar/Beth Donovan	NP Instructions EX. 5
Review Staff Associate budget and forms with Paralegal Staff Associate, plan for office hours, registration sessions and information sessions to be covered by Staff Associate.			First week of classes	NECC 03 Services Bi-weekly Timesheet	Ellen Grondine Staff Associate	EX. 28

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MONTH: SEPTEMBER

Students/Graduates

Action	Date Requested	Due Date	Documents Required	Contract Person	Comments
Distribute Paralegal Program Orientation Manual		First or second week of classes	Paralegal Program Orientation Manual		Distribute in Introduction to Paralegalism class(es). EX. 1
Update new accept folders			Student Folders		See sample student folder.
Finalize Accept List		Early September	Excel Spreadsheet of students accepted into the program.		ABA requirement EX. 9
Finalize Enrolled Student List		Early September	Excel Spreadsheet of accepted students who actually matriculate.		Delete students from accept list who did not matriculate. ABA requirement EX. 10
Plan for organizational meeting of Paralegal Club.		Early September	Club Handbook	Amy Kelly Dina Brown	All documents can be found in Student Activities Notebook.
Ensure that Paralegal Club officers are chosen and that required paperwork is submitted to Student Activities.		End of September	Hazing Form Club Officers Rosters with student id numbers.		Create Paralegal Club e-mail Distribution List for club notices.

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Confirm that May graduates met all graduation requirements (ie. summer classes, internship hours, etc...) and update May graduate list.			Graduate List NECC Banner Self-Service		Delete students from list who did not fulfill requirements by August deadline. ABA requirement EX. 10
Move May graduate files from Accept file cabinet to Graduate file cabinet.					
Plan and attend Student Activities Fair		Mid-month	Brochures Information on Paralegals etc...	Dina Brown Amy Kelly Paul Cavan	We have shared a table with Criminal Justice in the past.
Plan the logistics and schedule for Paralegal tutoring				Lynne Nadeau	Need to find student tutor and arrange hours in library.
Find and plan for a Teaching Assistant for evening Legal Research class if necessary.					If Legal Research & Writing class has over 24 students attempt to find a student who is available to assist class in library.
Westlaw Passwords	Early September	Mid September	Westlaw Contract Passwords	Linda Shea	Library pays for Westlaw passwords. Distribute passwords and contracts to students in Legal Research II. EX. 11
Collect paralegal job ads from Mass. Paralegal Assoc., the Internet, and Employer contacts and distribute the information to the program graduate	Throughout the year.			Graduate job search list	Create job search e-mail distribution list. Periodically e-mail students about job opportunities.

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MONTH: SEPTEMBER

OTHER

Action	Date Requested	Due Date	Documents Required	Contract Person	Comments
Review Spring and Summer Paralegal course schedule	September 15	September 22	Master Schedule for spring	Beth Donovan	Schedule has already been created. This review is to make sure that all the courses, rooms, dates, times etc... are all correct and to make any last minute changes. EX. 7
Review Paralegal Program Criteria Packets	September 15	October 3	Paralegal Criteria Packet	Linda Comeau	EX. 8 (NECC website under Admissions Material)
Create Summer Paralegal course schedule	September 18	October 5	Master Schedule for summer	Beth Donovan	EX. 7
Meet with Dean to review spring schedule and faculty recommendations		October 5	Master Schedule for summer	Beth Donovan Ellen Grondine	
Attend Paralegal Club Advisor Orientation	September		Student Activities Handbook	Amy Kelly Dina Brown	Student Activities Handbook distributed at meeting.

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Special Topics Course Proposals		End of September		Academic Affairs	EX. 24
Plan Program Review and Assessment activities for the semester.				Ellen Wentland	Meet with Ellen Wentland if necessary. EX. 33

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MONTH: OCTOBER

Faculty

Action	Date Requested	Due Date	Documents Required	Contract Person	Comments
Remind faculty members to complete student progress reports			Student Progress Reports on Self-service Banner		Self-Service Banner
Remind full-time faculty of deadline for College Service Proposals	October 1	October 15	College Service form	Ellen Grondine	EX. 12
Encourage faculty to submit Writing Intensive course and critical thinking proposals	October 7	Mid-October	WI course Proposal form	Lynne Nadeau or Academic VP	Reduces class size to 22 students. EX. 13 and EX. 14
Confirm date and room reservation for Paralegal Faculty Meeting				Molly Neidhardt	EX. 4; EX. 27
Plan Faculty Meeting agenda and send agenda to attendees.		A week before planned meeting			EX. 27
Complete Paralegal Faculty Minutes			See previous minutes for format.		ABA requirement EX. 27

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MONTH: OCTOBER

Students/Graduates

Action	Date Requested	Due Date	Documents Required	Contract Person	Comments
Print student transcripts, get files and material ready for Registration which begins the first week of November		October 30	Transcripts for all PAR students, Registration forms	Grace Young Gail Gadd	See Travel Registration Box EX. 16
Post List of Fall Information Sessions		October 30		Molly Grace Young	Can be done all at once at beginning of registration or can be done on a week by week basis EX. 5
Post List of fall Registration Sessions		October 30		Grace Young	EX. 16

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MONTH: NOVEMBER

Faculty

Action	Date Requested	Due Date	Documents Required	Contract Person	Comments
Remind Faculty members of due date for second NP roster.		November 17	NP Roster on Self-Service Banner	Registrar Beth Donovan	Self-Service Banner EX. 5
Remind faculty members to complete book orders for spring courses			Book Order form	NECC Bookstore.	EX. 15 <i>Link to bookstore</i>

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MONTH: NOVEMBER

Students/Graduates

Action	Date Requested	Due Date	Documents Required	Contract Person	Comments
Increase Office Hours for the month for registration and information session purposes		Entire Month	Reg. Forms Academic Catalog	Grace Young	Additional Office Hours are needed throughout the month of November, including some in the evening as well as in Haverhill; remind students in classes of importance of early registration.
Notify students of Graduation Application Deadline; Collect applications from students	November 1	November 30	Graduation Application; student notices	Registrar	During registration keep list of potential graduates so you can reach out to them regarding this process. EX. 17
Complete Pre-Audit of Graduation Applications.		November 30	Graduation Applications; student transcripts	Registrar	Review student transcript to make sure he/she qualifies to graduate; submit applications to Registrar. EX. 17
Create list of December graduates			Excel Spreadsheet		For record keeping as well as to invite to Paralegal Pinning Ceremony in May. EX. 18

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Revise Graduate survey	Early November		Graduate survey		ABA requirement EX. 19
E-mail Graduate survey to all May and prior December graduates	Early November		Graduate surveys E-mail addresses		EX. 19 (Follow up with students who did not respond in January.)
Update Student Satisfaction Survey	Early November		Student Satisfaction Survey	Ellen Wentland and other faculty; ABA	ABA requirement EX. 20
Distribute Student Satisfaction Survey	Early November		Student Satisfaction Survey		ABA requirement; distributed to students in Paralegal classes. Collect surveys, tabulate data, draft analysis, make action plan based upon analysis. EX. 20

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MONTH: DECEMBER

Faculty

Action	Date Requested	Due Date	Documents Required	Contract Person	Comments
Remind faculty to do student evaluations in classes		First week of December	Faculty Evaluation forms	Ellen Wentland Donna Evers	EX. 29
Remind faculty to complete form listing their finals		First week of December	Finals Form	Candy Rentas	EX. 21
Confirm book orders for all spring paralegal courses		Before leave for break		Bookstore: Tina	EX. 15
Collect practical assignments from faculty.	January	Before the end of the semester			ABA requirement
Collect student work for program assessment.		Before the end of the semester			EX. 33 Program Review

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MONTH: DECEMBER

Students/Graduates

Action	Date Requested	Due Date	Documents Required	Contract Person	Comments
Remind students of need to register before the end of the semester	Early December	Finals Week	Registration Form		EX. 16
Information Sessions: Required of all prospective students prior to admission into the Paralegal Program	Set up dates for January so information can be distributed to Academic Advising and Posted on College Bulletin Boards	Before you leave for break.	See Information Session Traveling Box for all required documents.	Grace Young for distribution to Academic Advising; Student Activities for posting around campus; Trish Butler to relay to interested students.	See Information Session Traveling Box. Information Session Instructions EX. 25
Registration Sessions: For new students as well as matriculated students who did not register during Advanced Registration.	Set up dates for January so information can be distributed to Academic Advising and Posted on College Bulletin Boards.	Before you leave for break.	See Registration Notebook for all required documents.	Grace Young for distribution to Academic Advising; Student Activities for posting around campus; Trish Butler to relay to interested students.	See Registration Notebook

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MONTH: DECEMBER

OTHER

Action		Date Requested	Due Date	Documents Required	Contract Person	Comments
Prepare documents to Requisition courses from other departments			December 12	Blank Requisition Forms as well as requisition forms for prior semesters to use as template	Beth Donovan Ellen Grondine	See scheduling instructions. EX. 7
Prepare requisition form for Paralegal Courses			December 12	Refer to Paralegal Course Rotation Form	Beth Donovan Ellen Grondine	

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MONTH: JANUARY

ABA

Action	Date Requested	Due Date	Documents Required	Contract Person	Comments
Order paralegal books to be used in fall semester for library.		End of the month		Order complimentary copies from book reps.	Put books on reserve in library.
Consider attending AAFPE Regional Conference.		March 1			www.aafpe.org
Apply for Professional Development Funds if necessary For AAFPE conference.		Mid-February			Professional Development Funds (NECC website)

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MONTH: JANUARY

Faculty

Action	Date Requested	Due Date	Documents Required	Contract Person	Comments
Mentor Faculty: Inform faculty of any new/revised syllabus requirements.		First week of classes			i.e. <ul style="list-style-type: none"> • assessment language • revised plagiarism language
Ensure that all paralegal textbooks are in the bookstore for the spring semester.		Week before classes start		Tina Boyer	

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MONTH: JANUARY

Students/Graduates

Action	Date Requested	Due Date	Documents Required	Contract Person	Comments
Update new accept folders for spring accepts			Student Folders		See sample student folder.
Re-send the Graduate survey to graduates who did not respond in November.			Graduate Survey		ABA requirement EX. 19
Information Sessions: Required of all prospective students prior to admission into the Paralegal Program		Approximately 2 information sessions per week are scheduled for month of January.	See Information Session Traveling Box for all required documents.	Grace Young for distribution to Academic Advising; Student Activities for posting around campus; Trish Butler to relay to interested students.	See Information Session Traveling Box for all relevant documents. Information Session Instructions EX. 25

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<p>Registration Sessions: For new students as well as matriculated students who did not register during Advanced Registration.</p>			<p>Approximately 2 registration sessions per week are scheduled for month of January.</p>	<p>See Registration Notebook for all required documents.</p>	<p>Grace Young for distribution to Academic Advising; Student Activities for posting around campus; Trish Butler to relay to interested students.</p>	<p>See Registration Notebook for instructions. Registration form EX. 16</p>
<p>Ensure that all Decision forms have been sent to Enrollment services.</p>		<p>Throughout year</p>	<p>Late Janaury</p>	<p>Decision Form</p>	<p>Cheryl Tine</p>	<p>Decision form EX. 3</p>

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MONTH: JANUARY

OTHER

Action	Date Requested	Due Date	Documents Required	Contract Person	Comments
Update Filing					Update filing by putting new student folders into cabinet, moving graduates into graduate file, and moving inactive students into inactive files.
Record Information Session Data from Fall			Information Session Chart		Requested from Tom Fallon's office EX. 23
Submit Fall Paralegal courses	Early January	Late January	Requisition forms	Beth Donovan	EX. 7
Submit Special Topics Course Proposals for fall semester	Early January	Late January	Special Topics Course Proposal Form	Academic Affairs Gail Gadd	Be sure to understand the approval process and deadlines. Later, ensure that courses are posted on master schedule. EX. 24

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MONTH: FEBRUARY

ABA

Action	Date Requested	Due Date	Documents Required	Contract Person	Comments
Plan for Legal Advisory Board Meeting		Early in semester	Meeting Notice Agenda Minutes	Molly N. for room reservations	ABA requirement EX. 26
Ensure that all paralegal textbooks are on reserve in the library		Early in semester		Franklin Street Librarian	ABA requirement
Make arrangements to attend Regional AAFPE conference.		Plans should be finalized by the end of the month.	Plane tickets Conference fees Hotel room and transfers	AAfPE Ellen Grondine	If coordinator is unable to attend National Conference in October, he/she should attend regional conference in the spring. Consider Professional Development Funding. www.aafpe.org

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MONTH: FEBRUARY

Faculty

Action	Date Requested	Due Date	Documents Required	Contract Person	Comments
Collect syllabi from all faculty		Second week of classes.			Need for ABA
Collect rosters from all paralegal faculty.		Second week of classes.		Faculty or Trish Butler	Rosters are needed by coordinator periodically to locate students, arrange meetings, etc...
Plan for Paralegal Faculty Meeting		Early in semester	Meeting Notice Agenda Minutes		ABA requires one meeting per semester. Usually done in November and March. EX. 27
Keep new faculty members apprised of all deadlines and teaching requirements. Remind them that at the end of the semester they will be asked to provide copies of practical assignments and actual student samples from all PAR courses they teach.					Documents are requirements of ABA.

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Inform faculty members of Program assessment work that they have to collect during the course of the semester.			Program Assessment	Ellen Wentland	
Remind faculty members of due date for first NP roster. (Explain requirement to new faculty.)	Early February	February 14	My NECC: Banner Self Service	Registrar/Beth Donovan	NP Instructions EX. 5
Review Staff Associate budget and forms with Paralegal Staff Associate, plan for office hours, registration sessions and information sessions to be covered by Staff Associate.		First week of classes	NECC 03 Services Bi-weekly Timesheet	Ellen Grondine Staff Associate	EX. 28
Submit Writing Intensive Applications		Late February	Writing Intensive Application form	Lynne Nadeau	Must be submitted to and approved by Dean EX. 13
Proposed College Service due to Dean		February 15		Ellen Grondine	EX. 12

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MONTH: FEBRUARY

Students/Graduates

Action	Date Requested	Due Date	Documents Required	Contract Person	Comments
Distribute Paralegal Program Orientation Manual		First or second week of classes.	Paralegal Program Orientation Manual		Distribute in Introduction to Paralegalism class. EX. 1
Update new accept folders			Student Folders		See sample student folder
Finalize Accept List		Early February	Excel Spreadsheet of students accepted into the program.		ABA requirement EX. 9
Finalize Enrolled Student List		Early February	Excel Spreadsheet of accepted students who actually matriculate		Delete students off accept list who did not matriculate. ABA requirement EX. 10
Plan for organizational meeting of Paralegal Club.		Early February	Club Handbook	Amy Kelly Dina Brown	All documents can be found in Student Activities Notebook.
Ensure that Paralegal Club officers are chosen and that required paperwork is submitted to Student Activities.		End of February	Hazing Form Club Officers Rosters with student id numbers.		Create Paralegal Club E-mail Distribution List for club notices. EX. 37 and Student Activities manual

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Confirm that December graduates met all graduation requirements (ie. summer classes, internship hours, etc...) and update December graduate list.			Graduate List		Delete students from the list who did not fulfill all requirements by December deadline. ABA requirement EX. 10
Move December graduate files from Accept file cabinet to Graduate file cabinet.					
Plan the logistics and schedule for Paralegal tutoring				Lynne Nadeau	Need to find student tutor and arrange hours in library.
Find and plan for a Teaching Assistant for evening Legal Research class if necessary.					If Legal Research class has over 24 students attempt to find a student who is available to assist class in the library.
Westlaw Passwords	Early February	Mid-February	Westlaw Contract Passwords	Linda Shea	Library pays for Westlaw passwords. Distribute passwords and contracts to students in Legal Research II and Computer Applications in Law EX. 11
Collect paralegal job ads from Mass. Paralegal Assoc., the Internet, and Employer contacts and distribute the information to the program graduate	Throughout the year.			Graduate job search list	Create job search e-mail distribution list. Periodically e-mail students about job opportunities.

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MONTH: FEBRUARY

OTHER

Action	Date Requested	Due Date	Documents Required	Contract Person	Comments
Submit Program Review Status Report Update	February 4	Mid-February	Program Review Status Report	Ellen Wentland	Form supplied by Ellen Wentland EX. 33
Review Advising Material-program website; course descriptions, program sequencing, sidebar information.		Beginning of February		Grace Young	EX. 2

Coordinator Handbook

MONTH: MARCH

Faculty

Action	Date Requested	Due Date	Documents Required	Contract Person	Comments
Remind faculty members to complete student progress reports			Student Progress Reports on Self service Banner		Self Service Banner
Confirm date and room reservation for Paralegal Faculty Meeting				Molly	EX. 4; EX 27
Plan Faculty Meeting agenda and send agenda to attendees.		A week before planned meeting			EX. 27
Complete Paralegal Faculty Minutes			See previous minutes for format.		ABA requirement EX. 27
Remind faculty members to complete book orders for summer and fall courses		April 1	Book Order form	NECC Bookstore.	EX. 15 <i>Link to bookstore</i>
Recommendations for Fall full-time faculty teaching assignments	Beginning of the Month	End of the month		Ellen	

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MONTH: MARCH

Students/Graduates

Action	Date Requested	Due Date	Documents Required	Contract Person	Comments
Print student transcripts, get files and material ready for Registration which begins the first week of April.		March 30	Transcripts for all PAR students, Registration forms	Grace Young Gail Gadd	See Travel Registration Box EX. 16
Post List of Spring Information Sessions		March 30		Molly Grace Young	Can be done all at once at beginning of registration or can be done on a week by week basis EX. 5
Post List of spring Registration Sessions		March		Grace Young	
Notify students of Graduation Application Deadline; Collect applications from students	Beginning of March	March 30	Graduation Application; student notices	Registrar	During registration keep list of potential graduates so you can reach out to them regarding this process. EX. 17
Complete Pre-Audit of Graduation Applications.		March 30	Graduation Applications	Registrar	Review student transcript to make sure he/she qualifies to graduate; submit applications to Registrar. EX. 17
Prepare Paralegal Club Budget		March 31	Budget document	Dina Brown Amy Kelly	EX. 37

Coordinator Handbook

MONTH: MARCH

OTHER

Action	Date Requested	Due Date	Documents Required	Contract Person	Comments
Tentative Full-time faculty assignments for summer and fall		End of March		Ellen Grondine	
Prepare Department Goals and Proposed Budget for next Academic year	Early March	End of March	Budget documents	Ellen Grondine Sharon McDermot	EX. 6 Keep in mind Perkins Budget runs differently. If you want to use money in July you have to put it in the previous year's budget-unlike NECC budget.
Budget Meeting	Beginning of March	Beginning of March	Budget Documents	Ellen Grondine	Review Budget on Finance Tab and Tutorial EX. 6

Coordinator Handbook

MONTH: APRIL

Students/Graduates

Action	Date Requested	Due Date	Documents Required	Contract Person	Comments
Increase Office Hours for the month for registration and information session purposes		Entire Month	Reg. Forms Academic Catalog	Grace Young	Additional Office Hours are needed throughout the month of April, including some in the evening as well as in Haverhill; remind students in classes of importance of early registration. See registration notebook.
Create list of May graduates			Excel Spreadsheet		For record keeping as well as to invite to Paralegal Pinning Ceremony in May. EX. 18 & 31
E-mail Graduate Plans Document to all May and prior December graduates	Late April		Graduate plans document E-mail addresses		EX.30
Distribute Student Satisfaction Survey; compile and analyze data	Early April		Student Satisfaction Survey		ABA requirement EX. 20

Coordinator Handbook

Plans for Paralegal Pinning Ceremony		Early April	Late April	Food orders Invitations Reserve tech center		Event takes place during graduation week. See files for previous years in Paralegal Club files; funding comes from Paralegal Club budget EX. 31; EX. 4
Writing Awards		Early April	Late April	Writing Award application; notices; awards; purchase gift cards to Barnes & Noble		EX. 32 Awards given out during Pinning Ceremony Paralegal Club pays for gift cards.
Excellence Awards				Pat will provide a list of high honors students for you to chose deserving student.	Pat Willet	Award given at College Awards ceremony

Coordinator Handbook

MONTH: MAY

ABA

Action	Date Requested	Due Date	Documents Required	Contract Person	Comments
Legal Advisory Board Meeting		End of May	Notices		EX. 26
Lab Minutes		End of May			EX. 26

Coordinator Handbook

MONTH: MAY

Faculty

Action	Date Requested	Due Date	Documents Required	Contract Person	Comments
Remind faculty to do student evaluations in classes		First week of May	Faculty Evaluation forms	Ellen Wentland Donna Evers	Ex. 29
Remind faculty to complete form listing their finals		First week of May	Finals Form	Candy Rentas	Ex. 21
Confirm book orders for all spring paralegal courses		Before leave for summer		Bookstore: Tina	Ex. 15
Remind faculty to submit E4s and E5s		Mid-May		Ellen Grondine	Ex. 34

Coordinator Handbook

MONTH: MAY

Students/Graduates

Action	Date Requested	Due Date	Documents Required	Contract Person	Comments
Remind students of need to register before the end of the semester	Early May	Finals Week	Registration Form		EX. 16
Pinning Ceremony					EX. 31
Awards Convocation					EX. 32
Job Search Seminar for graduates		Before graduation			Résumé, cover letter and job search tips for graduates

Coordinator Handbook

MONTH: JUNE

Action	Date Requested	Due Date	Documents Required	Contract Person	Comments
Update ABA Exhibits					
Information Session Chart				Tom Fallon's Office	EX. 23
Information Sessions: Required of all prospective students prior to admission into the Paralegal Program	Set up dates in June so information can be distributed to Academic Advising and Posted on College Bulletin Boards.	Approximately 2 information sessions per week are scheduled for month of August.	See Information Session Traveling Box for all required documents.	Grace Young for distribution to Academic Advising; Student Activities for posting around campus; Trish Butler to relay to interested students.	See Information Session Traveling Box for all relevant documents. Information Session Instructions EX. 25
Registration Sessions: For new students as well as matriculated students who did not register during Advanced Registration.	Set up dates in June so information can be distributed to Academic Advising and Posted on College Bulletin Boards.	Approximately 2 registration sessions per week are scheduled for month of August.	See Registration Notebook for all required documents.	Grace Young for distribution to Academic Advising; Student Activities for posting around campus; Trish Butler to relay to interested students.	See Registration Notebook for instructions. Registration form EX. 16

Coordinator Handbook

MONTH: JULY

Action	Date Requested	Due Date	Documents Required	Contract Person	Comments
DCE Staff Associate Info (hours/name)	July 16	August 5	Request to Employ	Ellen Grondine	EX. 28 Fill out Request to Employ
Contact Paralegal students who have not registered for fall classes to encourage them to register	End of July				Via email
Monitor fall program courses: regarding addition of shadows, cancellation and underenrolled				Ellen Grondine	Consult with Dean as necessary

Paralegal Coordinator Handbook Exhibit List

Exhibit Number	Name of Exhibit
1	Paralegal Program Orientation Manual
2	Review of paralegal information in academic advising handbook and on the Paralegal Program website
3	Decision Form
4	<p><u>Room Reservations:</u> Conference Room Reservation Forms/Instructions (not available in paper format) Access information through the Facilities & Events Management website Events Planning webpage (check if a room is available)</p> <p>Requests for computer lab reservations are sent to one of the Division's Administrative Assistants who forwards it to Computer Lab Scheduling (scheduling@necc.mass.edu) (see instructions)</p> <p>Classroom requests are sent to one of the Division's Administrative Assistants who forwards it to the Registrar (registrar@necc.mass.edu)</p>
5	NP Instructions (are emailed to each instructor by the Registrar's Office)
6	Program Budget Documents
7	Scheduling Forms: Course Request Form (an Excel form, not available online)
8	<p>Paralegal Program Criteria Packet (A PDF accessible from Paralegal Program website under "Related Links")</p>
9	Accepted Students List
10	Enrolled Students List
11	Westlaw Password Information
12	College Service Proposal form
13	Writing Intensive Course form
14	Critical Thinking Course form
15	Book Order form (go to Campus Bookstore website , click on "Faculty" tab) (Not available in paper form). Ordering Instructions available online.
16	Registration form (available from Registrar's Office) (Not available in electronic form)
17	Graduation Application (available from Registrar's Office), Student notice
18	Graduate List
19	Graduate Survey
20	Student Satisfaction Survey Over

Exhibit Number	Name of Exhibit
21	<u>Finals forms:</u> Finals Tear Off Sheet is accessible from the Faculty & Staff's Forms and Documents website Final Exam Schedules can be accessed through the Academic Affairs Calendars & Exam Schedules webpage
22	Paralegal Course Rotation form
23	Information Session chart
24	Special Topics Course Proposal Form (all course proposal forms and instructions can be accessed at the Academic Affairs Committee Forms & Information website)
25	Information Session Instructions
26	Legal Advisory Board Agenda, Minutes, Notice
27	Paralegal Faculty Meeting Agenda, Minutes, Notice
28	Staff Associate Timesheet (access current form from Human Resources General Forms website under Miscellaneous category, "Contract Employee Timesheet") Request to Employ (part-time non-benefited position)
29	Faculty Evaluation Instructions (only available in electronic form) (Forms and Instructions downloadable from Human Resources' MTA/MCCC Employees website under "Collective Bargaining")
30	Graduate "Plans" form
31	Pinning Ceremony Documents
32	Writing Awards Documentation
33	Program Assessment Plan and Status Report (See Notebook in Paralegal Program Office)
34	E4s and E5s (Downloadable from Human Resources' MTA/MCCC Employees website under "Collective Bargaining.")
35	Reassigned Time Documentation
36	Faculty Hiring
37	Paralegal Club (See Paralegal Club and Student Activities Notebook in Paralegal Program Office)
38	<u>Miscellaneous Forms:</u> Employee Reimbursement (non-travel) Payment Authorization -use to authorize payment of an invoice Purchase Requisition – use for purchase of <u>tangible</u> goods valued above \$25,000. All other requisitioning should be through SSF Supply Requisition, Office Supply Listing Travel Authorization, Travel Expense Reimbursement Travel Mileage Reimbursement (mileage and related expenses only) The above forms can be downloaded from the Administration and Finance "Forms" website Course Substitution Form

NORTHERN ESSEX COMMUNITY COLLEGE GUIDE TO PARALEGAL PROGRAM FOR THE NEW STUDENTS

Welcome to Northern Essex Community College's Paralegal Program! This guide was designed to address some of the more frequently asked questions about the Program and about the Lawrence Campus of Northern Essex Community College (NECC). We hope you enjoy your experience in the Paralegal Program at NECC.

If you have questions about the Paralegal Program, or the services on the Lawrence or Haverhill campuses, feel free to stop by the Paralegal Program Office (Room 216 on the Lawrence campus) or to call us at the numbers listed below.

IMPORTANT PHONE NUMBERS

Paralegal Office	(978) 738-7409
Judith Pollock Ciampi, Esq.	jciampi@necc.mass.edu
Shannon Leate-Varney, Esq.	sleatevarney@necc.mass.edu
Phone	(978) 738-7541
NECC Library	(978) 738-7400
Lawrence Trial Court Library	(978) 687-7608
Massachusetts School of Law Library	(978) 681-0800

IMPORTANT LOCATIONS ON THE LAWRENCE CAMPUS

Paralegal Program Office	Room 216
Academic Support Center/CPAC	Room 135
Cafeteria	Atrium
Library	Lower Level
Admissions	Room 100
Registrar/Bursars	Room 100
Financial Aid	Room 100
Counseling (Academic)	Room 135
Job Placement	Room 135
P.A.C.E. Program	Room 101
SABES Program	NECC Riverwalk Campus, 4 th Floor
Student Activities	Room 133
Paralegal Practicum	Room 216
Bookstore	Lower Level

THE FOLLOWING TOPICS ARE LISTED IN ALPHABETICAL ORDER

Advising

Every Paralegal Student is assigned a “paralegal advisor” to consult about registration/scheduling issues. Students are encouraged to see their advisor at least once each semester not only about registration and scheduling issues, but also about any issue which the student confronts for which he or she needs counseling. Also, Paralegal Students should feel free to stop into the Paralegal Program Office anytime for “advice.”

Assessment Results

Your assessment results determine your placement in Math, Reading, and English courses at NECC. Please be aware that your results are only “good” for 3 years. This means that if you have not taken the course determined by your assessment within 3 years of taking the test, you will have to retake the assessment tests to re-determine your placement. Therefore, it is to your benefit to enroll in Math and English in your first or second semester at NECC.

Cafe

A cafe has been set up in the Atrium of the Lawrence Campus. It is open from 7:30 a.m. until 3:00 p.m. each day. It serves coffee, bagels, and muffins in the morning and soup, salad, sandwiches, pizza, hotdogs, and other hot food in the afternoon. In addition, vending machines and tables have been set up for your convenience and enjoyment. There are additional vending machines in the basement of the building.

We ask you to restrict your eating and drinking to the cafeteria. Eating and drinking in the classroom areas will not be permitted.

Computers

A. Equipment

The Lawrence Campus maintains a computer lab in Room 239. Lab hours are: Mon.-Thur. 8:00 a.m. – 10:00 p.m., Fri. 8:00 a.m. – 9:00 p.m. and Sat. 8:00 a.m. – 3:30 p.m. The lab is closed on Sunday.

B. Knowledge

Computers are now an integral part of virtually all legal environments, including law firms, corporations, courthouses, and community service organizations. Paralegals are expected to be not only computer literate, but also computer proficient. In fact, commentators now generally agree that if a law office chooses not to computerize, it borders on, if not, commits malpractice. The bottom line is that computerizing makes law firms more efficient and

decreases client fees.

Consistent with the importance of computers in law, every Paralegal Degree Student is required to take one computer class: "Computer Applications." In addition, all Paralegal Students are strongly urged to take "Computer Applications in the Law" as a paralegal elective.

Curriculum

The Paralegal Program at NECC offers two distinct different programs -- the Paralegal Degree Program and the Paralegal Certificate Program. The Paralegal Associate Degree Program is designed for students who do not have a prior college education. It combines a solid liberal arts education with courses focusing on different areas of the law called "law specialty" courses or "paralegal electives." This program has two options. The Transfer Option is designed for students wishing to transfer to another institution to earn a Bachelor's Degree. The Career Option is designed for students who plan to seek employment after receiving their Associate Degree and do not plan to further their education. All students will be asked to choose an option by the end of their second semester. The options are for internal purposes only and help us advise you appropriately. Students in both the Transfer Option and the Career Option receive the same Associate of Science Degree and Diploma. Should a student in the Career Option decide to continue his/her education, he/she will not be prevented from doing so. The only caveat is that some of the courses taken at NECC under the transfer option may not be accepted by the institution to which the student is transferring.

The Paralegal Certificate Program, on the other hand, is designed for students who come to NECC with a solid liberal arts background. Students who have already taken 36 general education/liberal arts credits (spread over at least four disciplines) are eligible to take part in the Certificate Program. Students in the Certificate Program focus their attention solely on courses that deal with different aspects of the law.

For a more detailed breakdown of the courses needed to graduate from either program, consult the Curriculum Brochures available in the Paralegal Program Office.

Daytime vs. Evening Programs

The Paralegal Program conducts classes both during the day and in the evening. Regardless of whether you are considered a day or evening student, part-time or full-time, you may register for day or evening classes.

Electives

Behavioral Science Electives

As a Paralegal Degree Student (Transfer and Career Options) you will be required to take at least one behavioral science elective. To satisfy this requirement, you may take any psychology or sociology course, or any course designated by the letters "PSY" or "SOC" or "ANT."

Humanities Courses

As part of the Paralegal Degree Program (Transfer Option), you are required to take one, if not two, humanities courses (designated by "HUM"). To satisfy this requirement, you may also take any literature course (designated by "LIT"), any philosophy (designated by "PHI") or religion course (designated by "REL"), any language, and any communications course (designated by "COM").

The following courses will **not** satisfy the humanities course requirements: art courses (designated by “ART”), dance courses (designated by “DAN”), music courses (designated by “MUS”) and theater courses (designated by “THE”). No exceptions will be permitted.

Math Elective

Every Paralegal Degree Student must take one math elective. The following math courses do not satisfy this math requirement: Basic Math (MAT 010); Basic Algebra I (MAT 021); Basic Algebra II (MAT 022); Business Math (MAT 101); and Math for Electronics (MAT 115).

Your assessment results will dictate which math you take first. If you are placed in a math other than one listed above, you need only take that course. If you are assessed into Basic Math, or Basic Algebra I or II, you must first take that course. Then you will be required to excel into College Algebra or Contemporary Math depending upon whether you are in the Transfer Option or the Career Option.

While Basic Math, and Basic Algebra I and II do not in and of themselves satisfy Paralegal Degree requirements, they are essential in the development of paralegal skills.

Natural Science Elective

All Paralegal Degree Students are required to take either one or two natural sciences elective. To satisfy program requirements, this course must contain a science lab. In other words, you must take a **4-credit** science course to satisfy the natural science elective. See CHM, SCI, ERS, PHS, BIO. Some 3-credit sciences have a separate one credit lab option. This combination also satisfies the 4-credit science requirement.

Emergency Situations

In the unlikely event that an emergency situation should occur at the Lawrence Campus, please immediately call **Extension 7499** and give the Security Guard the exact location of the emergency. The Security Guard will go immediately to the location with a First Responder Emergency Bag.

Job Placement

The Paralegal Program Office receives calls from law firms and community service organizations in the Merrimack Valley and the Boston area seeking interns as well as paralegals. We maintain an “Employer Book” in the Office for students seeking employment. In addition, we make every effort to match students and graduates with these job opportunities. If you are looking for employment, be sure to always keep a current copy of your resume on file in our office.

Remember to begin your job search early. Job searching is hard work, and like all careers now, will take a considerable amount of time. The good news is that the Massachusetts Department of Employment and Training has indicated that paralegal positions in Massachusetts will continue to increase between now and the year 2014.

In addition, Northern Essex maintains a Career Planning Office on the Haverhill Campus. This office is staffed by a number of well-qualified individuals available to help you with your resume, cover letter, and interviewing skills. The phone number is (978) 556-3722.

Joint Admissions Program/Mass Transfer

If you are interested in transferring to a Massachusetts State College or University and started at NECC prior to fall 2009, please ask the coordinator about the Joint Admissions Program. For qualified students, the J.A.P. guarantees admissions to approved colleges and also provides graduates of NECC with a GPA of 3.0 or better 33% off Massachusetts tuition rates. For students who started at NECC fall 2009 and after and are interested in transferring to a Massachusetts State College or University, please ask the coordinator about the Mass Transfer.

Law Library Resources:

NECC Paralegal Students have access to **three law libraries** in the Lawrence area.

1. NECC Lawrence Library Law Collection

The first law collection is in NECC Lawrence Campus library located in the basement of the Lawrence Campus building, and contains approximately 3,000 volumes. During the academic year, the library will be open during the following hours:

Mondays	9:00 a.m. - 8:00 p.m.
Tuesdays	9:00 a.m. - 8:00 p.m.
Wednesdays	9:00 a.m. - 8:00 p.m.
Thursdays	9:00 a.m. - 8:00 p.m.
Fridays	9:00 a.m. - 3:00 p.m.
Saturdays	9:00 a.m. - 1:00 p.m.

Note: These hours are subject to change each semester. Therefore, for accuracy you should check the hours posted on the front door of the library.

2. Lawrence Trial Court Library

Paralegal students are strongly encouraged to use the Lawrence Trial Court Library for their legal research needs. Its law collection contains 65,000 volumes and materials from all over the United States. NECC Paralegal Students have full library privileges, including the right to borrow most materials overnight. Please carefully read the library's circulation policy and inter-library loan policy. A map of the library is available at the library.

The Library is located on the 2nd Floor, Fenton Judicial Center, 2 Appleton Street, Lawrence, MA 01840, about four blocks walking distance from the Lawrence Campus building. The library's expanded hours include:

Mondays	8:30 a.m. to 4:30 p.m.
Tuesdays	8:30 a.m. to 4:30 p.m.
Wednesdays	8:30 a.m. to 4:30 p.m.
Thursdays	8:30 a.m. to 4:30 p.m.
Fridays	8:30 a.m. to 4:30 p.m.

To verify Fenton Judicial Center Library hours please consult: **www.lawlib.state.ma.us**

3. Massachusetts School of Law Library

NECC Paralegal Students also have full access to Massachusetts School of Law Library (MSL Library). MSL Library's collection contains over 60,000 volumes. The collection does not circulate. Students are advised that they should not use this library until they are enrolled in Legal Research & Writing and have rudimentary researching skills. This library, located at 500 Federal Street, Andover, MA 01810, is just six miles from NECC's Lawrence Campus. Its hours of operation include:

Monday-Friday	8:00 a.m. - 11:00 p.m.
Saturday	8:00 a.m. - 6:30 p.m.
Sunday	11:00 a.m. - 6:30 p.m.

Lockers

NECC maintains lockers on the lower level of the Lawrence Campus. To secure a locker, please contact Student Activities in Room 133.

Office Hours

The Paralegal Program Office hours are posted in the Paralegal Office area outside 216. Each semester, these hours change. The Paralegal Program Office maintains an “open door” policy. You are encouraged to stop in whenever you wish.

NOTE: Office hours are subject to change in the event of a scheduling conflict. To assure yourself an appointment with the staff, it is always best to contact the instructor in advance to schedule an appointment.

Paralegal Club

All Paralegal Students are encouraged to participate in the Paralegal Club. The Paralegal Club meets several times a semester and plans a variety of activities. Past activities have included speakers on employment and resume writing, extra help sessions, and visits from working paralegals. In addition, the Paralegal Club each year sponsors a Pinning Ceremony for Paralegal Program graduating students.

You are strongly encouraged to make every effort to attend these meetings and involve yourself in club activities. The Club needs active members in order to offer the largest selection of activities.

Paralegal Courses:

You must earn a grade of a C or better in all your PAR courses to earn graduation credits.

Paralegal Practicum

All Paralegal Degree Students (Career Option) are required to participate in the Paralegal Practicum Experience. Paralegal Certificate students and Transfer Option students are strongly encouraged to obtain practical experience by interning. This program, which Paralegal Students register for as a three-credit course, provides the Paralegal Student with valuable work experience. Students work in a variety of settings, including but not limited to, law firms, courthouse, legal aid, and community service organizations.

The program maintains a number of revolving internships. In addition, the program is willing to help the Paralegal Student find a placement in the field of law that most appeals to him or her. The Practicum is only offered in the Spring semester.

Parking

The Lawrence Campus maintains three parking lots. The first lot is directly in front of the campus building. The second lot, the Common Street lot, is located directly across the street from the campus on Common Street. The third lot is the Buckley Parking Garage, located three blocks away on Common Street. You will need a NECC sticker to park in any of these lots. The Common Street lot and the Buckley Parking Garage require that you have your parking tickets validated. Please go to the Lawrence Campus Security Desk for a sticker and to have your tickets validated.

Smoking

Smoking in the Lawrence Campus building is not permitted. Also per NECC's Smoke-Free Environment Policy (<http://www.necc.mass.edu/student-services/current/policies-conduct/>) *smoking is prohibited within the confines of all college grounds, buildings and property including college vehicles. (Smoking will only be allowed in private vehicles lawfully parked on campus lots that the smoker is authorized to be in).*

Snow Storm Policy

In the event of severe weather, NECC may cancel classes. The notice of class cancellation will be broadcast on the following radio and television stations:

WBZ (AM 1030)	WBZ TV (Ch. 4)
WCAP (AM 980)	WCVB TV (Ch. 5)
WCCM (AM 800)	WHDH TV (Ch. 7)
WNBP (AM 1450)	FOX TV (CH 25)

You may also call the college's snow cancellation number at 978-556-3002 for weather related announcements.

Acknowledgment

I have received a copy of the Northern Essex Community College Guide to the Paralegal Program for New Students. I understand that it contains information I need to know about the Paralegal Program. I promise to familiarize myself with its contents.

Print Name

Signature

Date