

**ASSESSMENT CYCLE PLAN
CENTRAL NEW MEXICO COMMUNITY COLLEGE**

Choose one:

General Education Area (see definitions, indicate area on appropriate line)

AA/AS _____

AAS _____

Program (note program name on appropriate line)

Certificate Certificate in Paralegal Studies

AAS Associate of Applied Science in Paralegal Studies

AA _____

AS _____

Discipline Area

(see definitions) Paralegal Studies

- 1 Provide a list of student learning outcomes for this area or program (you may add more lines if necessary by right clicking and choosing insert row below):**

1	Understand the various functions and roles of a paralegal in a variety of legal specialty areas
2	Have knowledge of substantive and procedural law and the legal system
3	Have knowledge of the ethical responsibilities affecting paralegals and attorneys with emphasis on the prohibitions against unauthorized practice of law
4	Master effective communication skills: oral, interpersonal, and written
5	Demonstrate proficiency in using technology, including legal research skills

2 Prepare the Preliminary Assessment Cycle for the above student learning outcomes and complete the following chart

Outcome #	Term When Measured	Where measured (i.e. what course(s))	Measurement tool(s) & Type of tool
1	Fall 2011 Spring 2012 Fall 2012 Spring 2013	PL 1110 Intro to Paralegal Studies PL 2095 Cooperative Education PL 2098 Internship	1. Course Exam - Internal Direct 1. Assessment Exam (SAAT) - Internal Direct 2. Employer Evaluation (Form 6) External Indirect 1. Assessment Exam (SAAT) - Internal Direct 2. Employer Evaluation (Form 6) External Indirect
2	Fall 2011 Spring 2012 Fall 2012 Spring 2013	PL1130 Torts PL2120 Civil Litigation PL2130 Criminal Litigation PL 2095 Cooperative Education PL 2098 Internship	1. Course Exam – Internal Direct 1. Trial Notebook – Internal Direct 1. Course Exam – Internal Direct 1. Assessment Exam (SAAT) - Internal Direct 2. Employer Evaluation (Form 6) – External Direct 1. Assessment Exam (SAAT) - Internal Direct 2. Employer Evaluation (Form 6) – External Direct

Outcome #	Term When Measured	Where measured (i.e. what course(s))	Measurement tool(s) & Type of tool
3	Fall 2013 Spring 2014 Fall 2014 Spring 2015	PL1120 Law and Ethics PL 2095 Cooperative Education PL 2098 Internship	1. Course Exam – Internal Direct 1. Assessment Exam (SAAT) - Internal Direct 2. Employer Evaluation (Form 6) – External Direct 1. Assessment Exam (SAAT) - Internal Direct 2. Employer Evaluation (Form 6) – External Direct
4	Fall 2013 Spring 2014 Fall 2014 Spring 2015	PL2160 Law Office Management PL 2095 Cooperative Education PL 2098 Internship	1. Course Exam – Internal Direct 1. Assessment Exam (SAAT) - Internal Direct 2. Employer Evaluation (Form 6) – External Direct 1. Assessment Exam (SAAT) - Internal Direct 2. Employer Evaluation (Form 6) – External Direct
5	Fall 2013 Spring 2014 Fall 2014 Spring 2015	PL 2230 Computerized Legal Research PL 2095 Cooperative Education PL 2098 Internship	1. Course Project – Internal Direct 1. Assessment Exam (SAAT) - Internal Direct 2. Employer Evaluation (Form 6) – External Direct 1. Assessment Exam (SAAT) - Internal Direct 2. Employer Evaluation (Form 6) – External Direct

LIST OF CLASSES FOR ASSESSMENT TIME PERIOD: FALL 2011; SPRING 2012

Outcome #	Term When Measured	Where measured (i.e. what course(s))	Measurement tool(s) & Type of tool
1	Fall 2011 Spring 2012	PL 1110 Intro to Paralegal Studies PL 2095 Cooperative Education PL 2098 Internship	Course Exam - Internal Direct Assessment Exam (SAAT) - Internal Direct Employer Evaluation (Form 6) External Indirect Assessment Exam (SAAT) - Internal Direct Employer Evaluation (Form 6) External Indirect
2	Fall 2011 Spring 2012	PL1130 Torts PL2120 Civil Litigation PL2130 Criminal Litigation PL 2095 Cooperative Education PL 2098 Internship	Course Exam – Internal Direct Trial Notebook – Internal Direct Course Exam – Internal Direct Assessment Exam (SAAT) - Internal Direct Employer Evaluation (Form 6) – External Direct Assessment Exam (SAAT) - Internal Direct Employer Evaluation (Form 6) – External Direct