

# FACT SHEET

## Associates in Applied Science Paralegal Studies

American Bar Association Approved



### LEGAL STUDIES DEPARTMENT

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### ***Is there an opportunity to complete a Paralegal Internship?***

**YES.** Paralegal internships are available in a variety of legal environments including private firms, public entities, courts, government agencies and non-traditional legal environments such as banks, insurance companies and other corporate settings.

### ***What do I need to be eligible for PLGL299 – Paralegal Internship?***

Students must have completed 30 credits, which include 15 credits of Career Studies – PLGL105 – Introduction to Law and Litigation; PLGL106 – Legal Research and Writing; PLGL145 – Professional Standards in Ethics for Legal Assistants, PLGL205 – Litigation Assistance Procedures, and PLGL210 – Computer Applications in Law.

### ***What are the requirements of the internship program?***

Students are required to work a minimum of 225 hours during an academic semester in a legal environment under the supervision of an attorney or judge. Students must also have the approval of a faculty member of the Legal Studies Department and a Career Services Representative.

### ***What will my internship supervisor provide me?***

Students will be provided the guidance required to complete assigned tasks. The supervisor will also evaluate the student upon completion of the internship based on performance. The College's Paralegal faculty meets with the legal supervisor at the internship site during the semester to review the student's performance. Students will be requested to attend a class session. Students will receive a grade based on the internship log/journal and the faculty and employer evaluation. Upon successful completion of PLGL299, students will receive 3 credits.

### ***What will be expected of me as an intern?***

- Performing legal research and writing
- Gathering information electronically
- Assisting in discovery; drafting pleadings
- Managing trial preparation and litigation support
- Analyzing, organizing and maintaining records
- Incorporating entities
- Drafting contracts and real estate documents
- Managing estates and guardianships
- Processing Workers' Compensation claims
- Performing Intellectual Property Procedures
- Computing Bankruptcy schedules
- Drafting correspondence and memoranda
- Responding to client needs

### ***Will I be prepared to go out and get a job after graduation?***

**YES.** The curriculum was designed to develop a wide range of skills needed by the paralegal to work in a legal environment.

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#### ***What degree will I receive?***

We offer an A.A.S. degree in Paralegal Studies from Brookdale Community College. The degree requires successful completion of 60 credits from the approved Paralegal curriculum and general education courses.

#### ***How long does it take to complete the degree?***

The Paralegal Studies degree can be completed in 2 years full time or 4 years part time.

#### ***How do I enroll?***

To qualify for enrollment in the Paralegal Studies program, you must file a Brookdale Community College application. You will then take a college placement test and meet with a Brookdale counselor.

#### ***Does the degree transfer to other institutions?***

A.A.S. degrees are generally nontransferable, meaning that the two-year program does not transfer in its entirety to a four-year program. However, we do have articulation agreements with a number of NJ colleges that will accept this AAS program. There will be many general education and elective courses that will transfer. Each college makes its own determination of which career study courses will be accepted.

#### ***Will I be able to work while attending classes?***

**YES.** Courses run Monday through Friday. Students are encouraged to work to develop the practical experience necessary to succeed in this field.

#### ***What outside activities are available for students?***

**YES.** There will be opportunities to develop special interest areas through participation in the Paralegal Student Association, field trips, professional speakers, LEX Honor Society, and Paralegal conventions.

#### ***Are there any support services for Paralegal students?***

**YES.** A Learning Assistant is available to tutor students and assist faculty. There is a Media Center on site as well as the Bankier Library on the Lincroft campus. Brookdale has the Office of Disability Services available for students with learning disabilities and other special needs. A department resource center provided students access to legal research materials.

#### ***Is there a career placement program available to me upon graduation?***

**YES.** Brookdale Community College supports an extensive Center for Experiential Learning and Career Services. They assist with resume writing, interviewing and job placement. For further information contact 732-224-2792.

#### ***Will I have hands-on computer experience during my courses?***

**YES.** All students are required to take PLGL210 – Computer Applications in Law and use Westlaw and/or LexisNexis for legal research and writing as well as specialty software.