

**American Bar Association
Standing Committee on Paralegals**

UNIFORM TABLE OF EXHIBITS

Include only the exhibits listed and identify with the specified number. If an exhibit does not apply to the program, indicate that it is not applicable. Exhibits marked * must be provided in the format shown.

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**American Bar Association
Standing Committee on Paralegals**

Revised Self-Report Submitted By Webster University

SECTION I

GENERAL INFORMATION

G-101 through G-107

- A. Name, address, telephone number, fax number, and URL of web site of the institution and program.

**WEBSTER UNIVERSITY
Legal Studies Program
470 East Lockwood Avenue
St. Louis Missouri 63119-3194
University: (314) 968-6900
Program: (314) 968-7068
Fax: (314) 963-6094
www.webster.edu**

- B. Accrediting agency by which the institution is accredited. Indicate date of most recent reaffirmation of accreditation and the current status of the institution's accreditation.
(G-302(c))

Webster University is accredited by The Higher Learning Commission and is a member of the North Central Association (since 1925), to offer degrees on both the undergraduate and graduate levels at all locations where the University offers academic programs. The most recent reaffirmation of accreditation by the North Central Association of Colleges and Schools took place in August, 1998. This included a comprehensive evaluation, involving team visits to extended campuses, including the Kansas City and St. Louis campuses. Webster University was fully re-accredited for the following years, without condition. The next scheduled comprehensive visit by the regional accreditor is 2007-08.

- C. List all program options in paralegal studies offered by the institution (i.e., each course of study that leads to the award of a degree, minor, certificate or other diploma.) *(Note: "Program option" is defined in G-103A.)*

Bachelor of Arts degree in Legal Studies

Master of Arts degree in Legal Studies

Paralegal certificate (can be earned at the B.A. or M.A. level)

***Graduate Certificate in Intellectual Property- recently ABA. No students have been allowed to enroll in the program**

D. Describe the location of the program and its courses.

1. Give the location of the main site at which legal specialty courses are offered.

The program is located at Webster University's world headquarters in Webster Groves, Missouri.

2. Indicate whether the program offers legal specialty courses at any location other than the main location shown in D.1 and give the address of each location.

In addition to Webster University World Headquarters in Webster Groves, Missouri, students in the area may take courses toward their degrees at the St. Louis, Missouri downtown campus, which is located at #1 Old Post Office Square, 815 Olive Street, St. Louis, Missouri 63101.

- a. For each location, provide a list of all legal specialty courses offered there for each of the past three years.

**Downtown St. Louis Campus
Undergraduate Courses**

Spring 2003

LEGL 3000 Legal Ethics
LEGL 4460 Methods of Legal Research and Writing I
LEGL 4470 Methods of Legal Research and Writing II

Summer 2003

LEGL 4800 Advanced Topics in Law, Torts

Fall 2003

LEGL 4100 Advanced Paralegal Procedures
LEGL 4800 Advanced Topics in Law, Criminal Law

Spring 2004

LEGL 4460 Methods of Legal Research and Writing I
LEGL 4470 Methods of Legal Research and Writing II
LEGL 4480 Computerized Legal Research
LEGL 4800 Advanced Topics in Law, Criminal Law

Summer 2004

LEGL 3000 Legal Ethics
LEGL 4470 Methods of Legal Research and Writing II

Fall 2004

LEGL 4100 Advanced Paralegal Procedures
LEGL 4460 Methods of Legal Research and Writing I

LEGL 4800 Advanced Topics in law, Computers and Law

Spring 2005

LEGL 4470 Methods of Legal Research and Writing II
LEGL 4480 Computerized Legal Research
LEGL 4800 Advanced Topics in Law, Torts

Summer 2005

LEGL 3000 Legal Ethics
LEGL 4470 Methods of Legal Research and Writing II
LEGL 4800 Advanced Topics in Law, Torts

Fall 2005

LEGL 4460 Methods of Legal Research and Writing I
LEGL 4800 Advanced Topics in Law, Computers and the Law
LEGL 4470 Methods of Legal Research and Writing II

Spring 2006

LEGL 4800 Advanced Topics, Criminal Law

Fall 2006

LEGL 4460 Methods of Legal Research and Writing I
LEGL 4800 Computers and the Law

Graduate Courses

Downtown Campus

Spring 2003

LEGL 5800 Computerized Legal Research

Summer 2003

LEGL 5490 Advanced Topics of law, Torts

Fall 2003

No classes offered

Spring 2004

LEGL 5480 Criminal Actions
LEGL 5800 Computerized Legal Research

Summer 2004

LEGL 5470 Civil Actions

Fall 2004

LEGL 5490 Advanced Topics of Law, Computers and Law

Spring 2005

LEGL 5800 Computerized Legal Research
LEGL 5490 Advanced Topics of Law

Summer 2005

LEGL 5490 Advanced Topics of Law, Elder Law

Fall 2005

LEGL 5260 Methods of Legal Research and Writing I
LEGL 5490 Advanced Topics of Law, Computer in the Law
LEGL 5270 Methods of Legal Research and Writing II

Spring 2006

No Classes offered

Fall 2006

LEGL 5470 Civil Actions

**Webster Grove's Location
Undergraduate Courses**

Spring 2003

LEGL 3490 Litigation
LEGL 4100 Advanced Paralegal Procedures
LEGL 4460 Methods of Legal Research and Writing I
LEGL 4470 Methods of Legal Research and Writing II
LEGL 4480 Computerized Legal Research
LEGL 4800 Advanced Topics in Law, Employment Law
LEGL 4800 Advanced Topics in Law, Product Liability
LEGL 4800 Advanced Topics in Law, Real Estate
LEGL 4800 Advanced Topics in Law, Contracts
LEGL 4900 Paralegal Clinical Studies

Summer 2003

LEGL 3000 Legal Ethics
LEGL 4460 Methods of Legal Research and Writing I
LEGL 4470 Methods of Legal Research and Writing II
LEGL 4480 Computerized legal Research
LEGL 4800 Advanced Topics in Law, Business Organizations
LEGL 4900 Paralegal Clinical Studies

Fall 2003

LEGL 3000 Legal Ethics
LEGL 3490 Litigation
LEGL 4460 Methods of Research and Writing I

LEGL 4470 Methods of Research and Writing II
LEGL 4480 Computerized Legal Research
LEGL 4800 Advanced Topics in Law, Torts
LEGL 4800 Advanced Topics in Law, Family Law
LEGL 4800 Advanced Topics in Law, Employment Law
LEGL 4900 Paralegal Clinical Studies

Spring 2004

LEGL 3000 Legal Ethics
LEGL 3490 Litigation
LEGL 4100 Advanced Paralegal Procedures
LEGL 4460 Methods of Legal Research and Writing I
LEGL 4470 Methods of Legal Research and Writing II
LEGL 4480 Computerized Legal Research
LEGL 4800 Advanced Topics in Law, Bankruptcy
LEGL 4800 Advanced Topics in Law, Computers in law
LEGL 4900 Paralegal Clinical Studies

Summer 2004

LEGL 4460 Methods of Legal Research and Writing I
LEGL 4480 Computerized Legal Research
LEGL 4800 Advanced Topics in Law, Torts
LEGL 4800 Contracts
LEGL 4900 Paralegal Clinical Studies

Fall 2004

LEGL 3000 Legal Ethics
LEGL 3490 Litigation
LEGL 4460 Methods of Legal Research and Writing I
LEGL 4470 Methods of Legal Research and Writing II
LEGL 4480 Computerized Legal Research
LEGL 4800 Advanced Topics in Law, Business Organizations
LEGL 4800 Advanced Topics in Law, Criminal Law
LEGL 4800 Advanced Topics in Law, Intellectual Property
LEGL 4800 Advanced Topics in Law, Computers and Law
LEGL 4900 Paralegal Clinical Studies

Spring 2005

LEGL 3000 Legal Ethics
LEGL 3490 Litigation
LEGL 4100 Advanced Paralegal Procedures
LEGL 4460 Methods of Legal Research and Writing I
LEGL 4470 Methods of Legal Research and Writing II
LEGL 4480 Computerized Legal Research
LEGL 4800 Advanced Topics in Law, Computers and the Law

LEGL 4800 Advanced Topics in Law, Legal Aspects of HR Management
LEGL 4800 Advanced Topics in Law, Probate Law
LEGL 4800 Advanced Topics in Law, Intellectual Property
LEGL 4800 Advanced Topics in Law, Real Estate
LEGL 4800 Advanced Topics in Law, Criminal Actions
LEGL 4900 Paralegal Clinical Studies

Summer 2005

LEGL 4460 Methods of Legal Research and Writing I
LEGL 4480 Computerized Legal Research
LEGL 4800 Advanced Topics in Law, Elder Law
LEGL 4900 Paralegal Clinical Studies

Fall 2005

LEGL 3000 Legal Ethics
LEGL 3490 Litigation
LEGL 4100 Advanced Paralegal Procedures
LEGL 4460 Methods of Legal Research and Writing I
LEGL 4470 Methods of Legal Research and Writing II
LEGL 4480 Computerized Legal Research
LEGL 4800 Advanced Topics in Law: Comparative Latin-American Law
LEGL 4800 Advanced Topics in Law: Intellectual Property
LEGL 4800 Advanced Topics in Law: Computers and the Law
LEGL 4800 Advanced Topics in Law: Legal Aspects of HR Management
LEGL 4900 Paralegal Clinical Studies

Spring 2006

LEGL 3000 Legal Ethics
LEGL 3490 Litigation
LEGL 4100 Advanced Paralegal Procedures
LEGL 4460 Methods of Legal Research and Writing I
LEGL 4470 Methods of Legal Research and Writing II
LEGL 4480 Computerized Legal Research
LEGL 4800 Advanced Topics in Law, Probate, Trust and Estate Administration
LEGL 4800 Advanced Topics in Law, Computers and Law
LEGL 4900 Paralegal Clinical Studies

Fall 2006

LEGL 3000 Legal Ethics
LEGL 4460 Methods of Legal Research and Writing I
LEGL 4480 Computerized Legal Research

LEGL 4800 Adv. Topics in law: Family Law
LEGL 4800 Adv. Topics: Computers and the Law
LEGL 4900 Paralegal Studies

**Webster Grove's Location
Graduate Courses**

Spring 2003

LEGL 5300 Ethics for the Legal Professional
LEGL 5470 Civil Actions
LEGL 5480 Criminal Actions
LEGL 5490 Advanced Topics of Law: Employment Law
LEGL 5490 Advanced Topics of Law: Product Liability
LEGL 5490 Advanced Topics of Law: Real Estate
LEGL 5490 Advanced Topics of Law: Contracts
LEGL 5800 Computerized Legal Research
LEGL 5850 Advanced Legal Writing

Summer 2003

LEGL 5480 Criminal Actions
LEGL 5490 Advanced Topics of Law, Business Organizations
LEGL 5800 Computerized Legal Research

Fall 2003

LEGL 5300 Ethics for the Legal Professional
LEGL 5470 Civil Actions
LEGL 5480 Criminal Actions
LEGL 5490 Advanced Topics of Law, Torts
LEGL 5490 Advanced Topics of Law, Family Law
LEGL 5490 Advanced Topics of Law, Employment Law
LEGL 5490 Advanced Topics of Law, Computers and the Law
LEGL 5800 Computerized Legal Research

Spring 2004

LEGL 5300 Ethics for the Legal Professional
LEGL 5470 Civil Actions
LEGL 5490 Advanced Topics of Law, Bankruptcy
LEGL 5490 Advanced Topics of Law, Computers in the Law
LEGL 5490 Advanced Topics of Law, Probate Law
LEGL 5490 Advanced Topics of Law, Computers in the Law
LEGL 5800 Computerized Legal Research

Summer 2004

LEGL 5490 Advanced Topics of Law, Torts
LEGL 5490 Advanced Topics of Law, Contracts

LEGL 5800 Computerized Legal Research

Fall 2004

LEGL 5300 Ethics for the Legal Professional
LEGL 5470 Civil Actions
LEGL 5480 Criminal Actions
LEGL 5490 Advanced Topics of Law, Business Organizations
LEGL 5490 Advanced Topics of Law, Intellectual Property
LEGL 5490 Advanced Topics of Law, Computers and Law
LEGL 5800 Computerized Legal Research

Spring 2005

LEGL 5300 Ethics for the Legal Professional
LEGL 5470 Civil Actions
LEGL 5480 Criminal Actions
LEGL 5490 Advanced Topics of Law, Computer in the Law
LEGL 5490 Advanced Topics of Law, Legal Aspects of HR Management
LEGL 5490 Advanced Topics of Law, Probate Law
LEGL 5490 Advanced Topics of Law, Intellectual Property
LEGL 5490 Advanced Topics of Law, Real Estate
LEGL 5490 Computerized Legal Research

Summer 2005

LEGL 5480 Criminal Actions
LEGL 5490 Advanced Topics of Law, Elder Law
LEGL 5800 Computerized Legal Research

Fall 2005

LEGL 5260 Methods of Legal Research and Writing I
LEGL 5270 Methods of Legal Research and Writing II
LEGL 5300 Ethics for the Legal Professional
LEGL 5470 Civil Actions
LEGL 5480 Criminal Actions
LEGL 5490 Advanced Topics in Law, Comparative Latin-American Law
LEGL 5490 Advanced Topics in Law, Intellectual Property
LEGL 5490 Advanced Topics in Law, Computers in the Law
LEGL 5490 Advanced Topics in Law, Legal Aspect of HR Management
LEGL 5800 Computerized Legal Research

Spring 2006

LEGL 5260 Methods of Legal Research and Writing I
LEGL 5270 Methods of Legal Research and Writing II
LEGL 5300 Ethics for the Legal Professional

LEGL 5470 Civil Actions
LEGL 5480 Criminal Actions
LEGL 5490 Advanced Topics of Law, Computers and Law
LEGL 5490 Advanced Topics of Law, Employment Law
LEGL 5800 Computerized Legal Research

Fall 2006

LEGL 5490 Advanced Topics of Law: Legal Aspects of Human Resources Management
LEGL 5550 Paralegal Clinical Studies
LEGL 5800 Computerized Legal Research
LEGL 5900 Foundations of Intellectual Property Law

- b. To demonstrate that the offerings at multiple locations should be considered one program for the purposes of approval, address all of the factors set forth in **G-104K** subsection 1 and 2.

All courses offered at the downtown campus are taught by the same faculty as the Webster Groves campus and are scheduled by the Director of Legal Studies. Both campuses use the same textbooks, the same instructional materials, as well as syllabi. Because students admitted to the legal studies program may take courses either at the Downtown campus or the Webster Groves campus, all students are governed by the same admission policy and requirements for graduation. The St. Louis downtown site serves the same legal community as the Webster Groves campus and is located approximately 10.6 miles from the Webster Groves campus. Therefore, both the Webster Groves and downtown sites are in the same metropolitan area, serve the same students, and share the same faculty. In addition, both the Webster Groves campus along with the Downtown campus are governed by the same advisory committee, all student records for both the Webster Groves campus and the Downtown campus are housed and maintained at the Webster Groves campus.

(G-104.K)

- E. Does the institution offer any programs for the education of paralegals, as defined in G-103 of the Guidelines, that are not included in this report? If so, describe and explain. (See **G-106A.**)

N/A

- F. Does the program cross-list any legal specialty course with other programs or majors offered by the institution? If so, list and explain. (**G-103 and G-503**)

Yes. Webster University offers a Master in Legal Analysis. The goal of the legal analysis major is to provide students with the skills and knowledge necessary for

understanding legal issues working from both theoretical and practical applications. A legal analysis degree would be attractive to those individuals with positions in a business organization, law office, or government operation where a working knowledge of the law is desirable. In addition to an M.A. in legal analysis, a student may also earn a paralegal certificate by making specific course selections. A degree in legal analysis and/or a paralegal certificate does not prepare students for the practice of law, and its graduates are not eligible for admission to the bar.

As a result, the following legal specialty courses are cross listed with the Legal Analysis Degree and Legal Studies: Methods of Legal Research and Writing I, Computerized Legal Research, Civil Actions, Ethics for the Legal Professional.

G. Provide information about the following for each program option (i.e., each certificate, degree) you offer.

1. Date students first admitted.

1980

2. Complete Exhibit 1, showing the number of students enrolled in each program option each year for the past three years, or if this is a reapproval application, for each year since the date of the last report. *(Use actual headcount of students in the program; do not use FTE or the total of headcount in all classes if that headcount would count a single student more than once. You may use your institution's definitions for full and part-time.)*

Please See Exhibit 1

3. Complete Exhibit 2, showing the number of graduates in each program option for each year since the inception of the program and the total number of graduates in each program option since the inception of the program.

Please See Exhibit 2

H. For reapproval applications, provide the effective date of the last approval by the House of Delegates and the date of the last Interim Report.

**Effective date of last approval by the House of Delegates was August, 1999.
The date of the last Interim Report submitted is December 1, 2003.**

I. For reapproval applications, state verbatim each recommendation from the site team report of your last reapproval site visit and from any follow-up visits made in connection with your reapproval, and after each recommendation state the actions that the program has taken to address these recommendations.

The site visit team had the following recommendations.

- 1. The program should implement the recently developed plan to establish set terms for advisory committee members, to ensure that the program is kept abreast of contemporary conditions in the local legal community. (G-203D).**

The advisory committee members have discussed in the past that there should be certain limits on how long a member should serve. At our next meeting, scheduled December 15, 2006, this matter will be addressed again and a decision will be made. Therefore, the program will update the ABA after this meeting with its decision for setting terms for advisory committee members.

- 2. The program should continually review the curriculum to confirm that all the legal specialty courses emphasize the development of practical legal assistant skills. (G-301B and G-303D).**

The program constantly reviews the curriculum to confirm that all the legal specialty courses emphasize the development of practical legal assistant skills and to ensure that the program is designed to prepare students for law-related occupations. The program does this through the review of instructors' syllabi, discussions during faculty meetings regarding the proper way to teach legal assistant skills, careful review of student's course evaluations and student feedback. In addition, the program stresses writing and reasoning skills. Each instructor must provide their students with a writing assignment that accesses their student writing abilities along with their reasoning abilities. Instructors must allow the students to submit a draft and the instructor provides comments on the draft before the students finalize the writing project. Finally, our advisory committee keeps the program informed regarding the needs of law firms and businesses that hire paralegals and legal assistants. The advisory committee assist the program to determine what classes should be continued, discontinued, or added to the program.

- 3. The program should consider a standardized sequencing plan of the legal specialty courses required in each program option. (G301B).**

Currently the program does have a standardized sequencing plan of the legal specialty courses required in each program option.

- 4. The program should consider requiring the students in each program option to complete more courses focusing on computer skills.**

For a student to receive an undergraduate degree in legal studies, the student is required to take the following computer classes:

1. LEGL 4460: Methods of Legal Research and Writing I (combines legal research using the computer and writing); 2. LEGL 4470: Methods of Legal Research and Writing II (combines legal research using the computer and advanced writing); and 3. LEGL 4480: Computerized Legal Research. Students can also take LEGL 4800, Advanced Topics in Law: Computers in the Law.

For students to receive an Undergraduate Certificate in Paralegal Studies, the students must take the following computer related courses. 1. LEGL 4460, Methods of Legal Research and Writing I; 2. LEGL 4470, Methods of Legal Research and Writing II; and 3. Computerized Legal Research. Students can also take LEGL 4800, Advanced Topics in Law: Computers in the Law.

For students to receive a Graduate Degree in Legal Studies, students are required to take the following courses: 1. LEGL 4460, Methods of Legal Research and Writing I; 2. LEGL 4470, Methods of Legal Research and Writing II; and 3. LEGL 5800, Computerized Legal Research. Students may also elect to take LEGL 5490, Advance Topics in Law: Computers and Law.

For students to receive a Graduate Certificate in Paralegal Studies, the students must take the following courses: 1. LEGL 5260, Methods of Legal Research and Writing I; 2. LEGL 5270, Methods of Legal Research and Writing II; and 3. LEGL 5800, Computerized Legal Research. Students may also elect to take LEGL 5490, Advance Topics in Law: Computers and Law.

5. The program should consider establishing the internship as a formal legal specialty course.

The internship program has been established as a formal legal specialty course. Students may now enroll for the internship that can substitute for one of the legal specialty courses. Specifically, the internship substitutes as an advanced topics course in the program.

6. The program should have information on the paralegal profession and paralegal careers included in the student resource center on the downtown campus.

Information has been placed regarding the paralegal profession and paralegal careers in the student resource center on the downtown campus.

7. The procedures for graduate student advising should be revised to ensure that the requirements of these program options are clearly and accurately

communicated to the students, as the lack of an individual advisor with responsibility for the paralegal students has caused difficulties.

Academic advising has placed someone in this position.

- 8. Career guidance policies and procedures should be revised to improve the effectiveness of placement assistance. The Career Center staff should be initiating more contact with the paralegal students, such as making in-class presentations, and should consider the use of mass mailings to legal employers to generate interest in recruiting graduates of the program.**

Actually this procedure has been done by the program itself along with the assistance of various members of the Advisory Board. The program itself has initiating contacts with paralegal students through mailings. In addition, in-class presentations have been done by various paralegals in the St. Louis area. For example, the Bar Association of the Metropolitan of St. Louis, Associate members committee, currently conducts a mentor/mentee program that pairs up paralegals or legal assistants with the legal studies students for networking opportunities, career advice, and guidance. Periodically, members of this committee come to various classes to make presentations.

- 9. The program should consider forming a paralegal club for the undergraduate and graduate students, possibly in conjunction with a paralegal alumni association.**

After the last site visit, a paralegal club was formed with one of our full time faculty as the advisor. Unfortunately, once the recent president of the paralegal club graduated, the club was disbanded. However, the program is now in the process of getting the paralegal club formed once again.

- 10. Library resources should continue to be improved and updated, keeping in mind the master's level component of this program. The current arrangement allowing the use of St. Louis University Law Library for certain classes should be continued and possibly expanded.**

The program has taken tremendous actions to improve and update the library resources and keeping in mind the master's level component of this program. The program still has the current agreement with St. Louis University Law Library regarding allowing certain classes to use their law library. In addition, with the new Downtown campus, where the Missouri Court of Appeals is located as well, the students now have access to the Missouri Court of Appeals' law library.

In its April 14 and 15, 2000 meeting, the American Bar Association Standing Committee on Legal Assistants Approval Commission (the "Committee") decided to

defer Webster University's request for reapproval until Webster University addressed the four concerns of the site visitation team. Thereafter, Webster University addressed those four concerns to the satisfaction of the Committee, and on February 19, 2001, the House of Delegates of the American Bar Association, acting on the recommendation of the Committee, granted reapproval to the Legal Studies Program at Webster University. The following constitutes an update on actions Webster University has taken since the follow-up Site Visit Report of November 2, 2000 regarding the four cited concerns of the site visitation team:

- 1. The paralegal program must be given status within the institution comparable to other units of similar size and function (G-202). Inequities are apparent in faculty staffing, the responsibilities assigned to the program director, and possibly library resources.**

In addition to the actions cited in the Follow-up Site Visit Report regarding this concern, the University has taken a number of additional steps to address this concern.

A nationwide search was conducted by the Department of History, Politics & Law for a full-time faculty member to fill a newly-created position in the Legal Studies program. The search resulted in the hiring of a long time adjunct faculty member, Anne Geraghty-Rathert, who had served during the 2000-2001 academic year in a temporary, half-time, "mentorship" position.

Ms. Geraghty-Rathert is a practicing attorney who has taught nearly every course offered in the Legal Studies curriculum during her eight years of adjunct teaching. She offers numerous connections to the legal community in the St. Louis Metropolitan area, including her membership in a singing lawyers' group known as "The Courthouse Steps" and her membership on the board of directors of Family Support Network, a local non-profit organization whose mission is to prevent child abuse through intervention in at-risk families.

The position Ms. Geraghty-Rathert filled is tenure track with a nine-month contract. Her teaching load is four courses per academic year. In addition, Ms. Geraghty-Rathert academically advises Legal Studies students and performs various administrative duties, including supervising, arranging, and monitoring most aspects of the Paralegal Clinical Studies program. She also helps coordinate student placement by serving as a liaison between employers and students.

As of June, 2005, Ms. Geraghty-Rathert received full tenure as a professor of legal studies.

Since her reclassification to Department Coordinator, Ruth Nolle has provided additional service to the Legal Studies program. She organized the student Orientation in September, 2000. She is currently organizing the student Orientation to be held September 22, 2001. In addition, she organized a student Open House in the spring semester. She also participated in meetings held with

the Kansas City Legal Studies administrators in discussing that program's future application for American Bar Association approval.

Since the follow-up site visit, complete sets of Federal Supplements, Federal Reporters 2nd and 3rd, and Supreme Court Reporters have been acquired. The Legal Studies program continues to receive a separate budgetary sum for library expenditures, which for the current academic year is \$2,495.00, to be spent on books and media.

Finally, a new computer lab has been created in the H. Sam Priest House, the building that houses the Department of History, Politics & Law. The lab will provide badly needed computer resources for departmental needs, but most frequently for the Legal Studies program.

2. The objectives of the program, particularly the specific goals of the four program options at Webster (bachelor's degree, undergraduate certificate, master's degree, graduate certificate), must be distinguished and stated clearly and accurately in all program literature along with the program requirements and restrictions on the practice of law by nonlawyers (G-201A and G-501C). Also, all the literature, particularly the graduate studies catalog, must clearly indicate that only the St. Louis programs, not the Kansas City programs, are ABA approved.

Two changes have been incorporated into the new graduate and undergraduate catalogs and brochures. Those changes are: 1) the program objectives have been more clearly distinguished; and 2) the warning forbidding the practice of law by nonlawyers has been provided. See Exhibit Q for current catalogs and program literature.

3. An understanding of ethical and professional responsibility considerations for legal assistants and lawyers must be provided in the curriculum for students in all the program options.

Each program option now requires a legal ethics course. Specifically, a legal ethics course, LEGL 5300-Ethics for the Legal Professional, has been made a requirement for the M.A. and certificate on the graduate level. LEGL 3000-Legal Ethics, has been made a requirement for the B.A. and certificate on the undergraduate level. These courses are now included as required courses in the graduate and undergraduate catalogs.

4. An orientation to the legal assistant field, including job descriptions and opportunities as well as information on restrictions on the practice of law by nonlawyers, must be provided for students in all the program options (G-502A).

Since the orientation held in September, 2000, a similar type of program was held on March 31, 2001, but was called an "Open House." In the Open House,

separate panel discussions were held among a group of lawyers, and Webster University Legal Studies program students and alumni. In addition, discussions were held on the restrictions on the practice of law by non-lawyers and working as a paralegal. The second annual orientation is now scheduled for September 22, 2001.

SECTION II

ORGANIZATION AND ADMINISTRATION

G-201 through G-206

- A. State the specific goals and explicit objectives of the program. Indicate where these goals and objectives are published, e.g., college catalog and program brochures. (G-201, G-201A)

The coursework in legal studies is designed to provide students with a broad understanding of the legal environment in which individuals, businesses, and the judiciary operate. The B.A. and M.A. degrees awarded at Webster University should be attractive to those individuals (for example, managers, teachers, government employees, and legal assistants) who need additional legal knowledge to function more effectively. An undergraduate or graduate certificate in paralegal studies is designed to provide the theoretical and practical education needed by those who work or desire to work as paralegals (legal assistants). For those who seek the M.A. in legal studies focuses on a rigorous course of study dedicated almost exclusively to the study and application of the law. Because students in this program have obtained an undergraduate degree, no interdisciplinary courses are required. Because most of the professors are practicing attorneys, prosecutors, public defenders, and paralegals, this gives the student the distinct advantage of the latest theory and real world practice. Webster University offers a solid, broad-based education, consisting of general education courses along with legal specialty courses. As a result, the legal studies program provides students with both the theoretical and practical aspects of the law, together with an understanding the ethical framework in which the legal profession functions. These goals and objectives are published in the following: Webster University 2005-2007 Graduate Studies Catalog; Webster University 2005-2007 Undergraduate Studies Catalog; Webster University's brochure for Bachelor of Arts and Undergraduate Certificate in Legal Studies; and the Webster University brochure for the Master of Arts and Graduate Certificate for Legal Studies.

- B. Provide an organizational chart showing the relationship of the program to the institution. The chart should include major academic units and support departments in the institution, including, for example, admissions, registration, student records, student services, and placement. The chart must show where the program fits within the structure of the institution, the titles of administrators, including the president or other chief executive and

others, and the reporting relationships among administrators. Include as Exhibit 3. (**G-201B and E**)

Please See Exhibit 3.

C. Describe the relationship of the paralegal program to:

1. Administration of the institution offering the program. Indicate the academic unit within the institution in which the paralegal program is situated and the title of the person to whom the program director reports.

The program is within the Behavioral and Social Sciences Department, which is located within the College of Arts and Sciences. The Director of the Legal Studies Program is also the Chair of the Behavioral and Social Sciences Department. The Director therefore reports to the Dean of the College of Arts of Sciences.

2. Other academic and support units of the institution.

Webster University is divided into five academic colleges/schools. These academic units are as follows:

- **College of Arts and Science**
 - Behavioral and Social Sciences
 - Biological Sciences
 - English
 - History, Politics, and International Relations
 - International Languages and Cultures
 - Nursing
 - Philosophy
 - Religious Studies
- **Leigh Gerdine College of Fine Arts**
 - Art
 - Music
 - Theatre and Dance
- **School of Business and Technology**
 - Business
 - Management
 - Mathematics and Computer Science
- **School of Communications**
 - Communications and Journalism
 - Electronic and Photographic Media

- **School of Education**
 - **Learning and Communication Arts and Multidisciplinary Studies**

The Director of Legal Studies attends all departmental meetings and maintains periodic contact with other offices as matters pertain to the Program. Regular contact is maintained with the Dean of the College of Arts and Sciences, Career Services, Admissions, Academic Advising, Director of Libraries and Registrar.

3. Governing bodies, committees, academic or faculty senates, etc. Include a description of the representation of the paralegal program on or to these entities. **(G-201B, C, D, E)**

The following representative tasks are included in the job as Director

The College of Arts and Sciences

- D. Describe the process for planning, including long-range planning, in the institution and in the program. **(G-201F)**

Within the institution, there is a long-term plan that lays out the top priorities for the College in a variety of academic areas. It details which academic disciplines are to be emphasized (legal studies ranks high), as well as how aspects of all disciplines are to be enhanced (internationalization, assessment, etc.). The plan also details the institutions priorities in non-academic areas--e.g., administration, marketing, and fundraising. This plan was developed by the dean in conjunction with department chairs, with a view to the University's and the college's missions, with a view to the University's long-term plan, and with a view to the institution's perception of the strengths in the College and the opportunities that await it. It is revised on a yearly basis, taking into consideration what has been achieved and how the landscape has changed.

Within the legal studies program, there are at least two faculty meetings each year along with two advisory board meeting where upcoming events and long-term planning regarding curriculum, trends in the legal field, etc. are discusses. In addition to these meetings, the entire faculty of the Department of Behavioral Sciences meets has a yearly retreat to discuss the various programs in the department. During these meetings, committees are formed to address long-term planning for each program.

- E. Explain how the paralegal program is comparable to other similar units within the institution. Identify one or more similar units according to size, nature of program, specialized approval/accreditation, and other relevant matters and use the following factors in the analysis. *(Describe how the similar programs are treated comparably or differently for each factor; do not simply conclude that the treatment is comparable.)* **(G-202)**

There are no other units within Webster University that can be compared to the Legal Studies Program. However, the English Department somewhat resembles the Legal Studies Program.

1. Responsibilities, treatment and status of faculty, program director, and staff.

English Department: There is no Director of the English Department, but rather a department chair. The chair is responsible for all aspects of the major, including hiring full-time and adjunct faculty in conjunction with the whole department, scheduling, curriculum, attending department chair meetings, ensuring the academic integrity of the department, and administering the department on a daily basis. The academic offerings for which the chair is responsible include an undergraduate degree with a choice of three emphases (creative writing; drama; and literature, society and politics) a minor and a certificate in Writing as a Profession. In addition to administrative duties, the chair is obligated to teach two courses per semester, advise students, as well as fulfill all duties expected of full-time faculty. The chair works in accordance with a nine month contract. Chairperson duties and initiatives vary from department to department and from chair to chair.

The English Department consists of seven full-time faculty members, including the department chair, and nine adjunct faculty members. Adjunct faculty contracts are negotiated individually. Adjunct faculty contracts are awarded on a sliding scale, depending on years of service, but the scales is uniform throughout the University.

Legal Studies: The Director of Legal Studies is also the Chair of the Behavioral and Social Sciences Department. Therefore, the chair is responsible for all aspects of the Legal Studies Program, including hiring all adjunct faculty, scheduling curriculum, ensuring the academic integrity of the Program, and administering the Program on a daily basis. The academic offerings for which the Director is responsible include undergraduate and graduate degrees in Legal Studies and paralegal certificate. Because the Department Chair and Director of Legal Studies in one in the same, the director is responsible for the budget of the Program and attends meetings for department chairs. In addition to administrative duties, the Director is obligated to teach two courses per semester and one course during the summer term, advise students, as well as fulfill all duties expected of full-time faculty. The Chair/Director works in accordance with a twelve month contract. The Director is also responsible for chairing the Legal Studies Advisory Board meeting, which includes setting the agenda, calling the meeting, conducting the meeting, and carrying out related duties. With regard to adjunct faculty, the Director conducts an annual developmental adjunct faculty workshop and conducts other faulty meetings throughout the year.

The Legal Studies Program consists of two full-time faculty, and one full time faculty member that is ¼ Legal Studies and ¾ psychology. The Legal Studies program has a total of twenty-eight active adjunct faculty.

Adjunct faculty contracts are negotiated individually. Adjunct faculty contracts are awarded on a sliding scale, depending on years of service, but the scales is uniform throughout the University.

Both the Chair of the English Department and the Director/Chair of the Legal Studies Program are eligible to sit on the chair comparable faculty committees and participate in governance. The chair of the department is compensated by a one-course release per semester and a stipend. Again because the Director of the Legal Studies Program and the Chair of the Department of Behavioral and Social Sciences, the two departments are comparable.

Both the Chair of the English Department and the Director of Legal Studies has obtained tenure status.

2. Enrollment.

English Department: 104 undergraduate majors

**Legal Studies: 68 undergraduate majors
47 graduate majors**

3. Amount and kind of staff support.

The English Department shares one full-time staff support person with the Philosophy Department. The Legal Studies Program has one-full time support person. All University staff personnel are governed by the same staff personnel are governed by the same staff policies and procedures.

4. Technical and other supporting services.

The English Department and the Legal Studies Program have equal access to technical and other supporting services.

5. Physical resources including office space, classrooms, laboratories, and library.

All full-time faculty have their own private office. Adjunct faculty in the English Department shares one office. Likewise, all adjunct faculty in the Legal Studies Program shares one office. The English and Legal Studies have access to all classrooms throughout the campus as well as access to the same labs and library resources.

6. Support for professional development.

The English and the Behavioral and Social Sciences Department which houses Legal Studies, are members of the School of Arts and Sciences. The School of Arts and Sciences designates a portion of its budget for professional development. Each faculty member who wishes to take part in professional seminars, workshops, conventions, etc., submits a request for each professional development opportunity. Each request is considered for approval by the department chair and the Dean of the School of Arts and Sciences.

7. Participation in academic affairs, governance, and decision making.

The English Department faculty and the Legal Studies Program faculty have equal access to participate in academic affairs, governance, and decision making.

8. Any other factors that may be relevant to assessing comparability.

F. Provide information on the advisory committee:

1. Complete the chart at Exhibit 4, showing the members of the paralegal program's advisory committee. As indicated on the chart, show for each member the professional affiliation including title/position and the name and nature of the entity with which affiliated; whether the member is 1) a practicing lawyer, 2) a public sector paralegal, 3) a private sector paralegal, 4) a paralegal manager, 5) a faculty member, 6) a school administrator, 7) a representative of the general public, or 8) other; the date of appointment to the advisory committee; any affiliation with the program and/or institution in addition to service on the advisory committee, e.g., if a person listed as a practicing attorney also teaches in the program.

Please see revised Exhibit 4

Please note that pursuant to the minutes of the advisory committee that were submitted, many individuals attended meetings who were not included on Exhibit 4. The individuals that were not included were Donna Flam, Linda Wynns, Lois Pfeiffer, Leslie Erickson, David Wilson, Robbie Rossi, and Ruth Nolle. Donna Flam's name was mistakenly not included on Exhibit 4 but she is indeed a member of the advisory committee and Exhibit 4 has been revised to include her name. Linda Wynns is the Coordinator of the program and she attends all advisory committee meetings and faculty meetings to take notes and answer various questions that individuals may have. Lois Pfeiffer is no longer a member of the advisory committee. Ms. Pfeiffer resigned in February 2005. Leslie Erickson is no long of the advisory committee. Ms. Erickson resigned in October 2004. David Wilson is actually the Dean of Arts and Sciences and periodically he attends meetings to make announcements and update the advisory committee regarding the University as a whole. Robbie Rossi is not a member of the advisory committee. Ms. Rossi was a coordinator in the department of History, Politics, and Law along with Ruth Nolle. The legal studies program is no longer housed in this department. Now it is called the

department of History, Politics, and International Relations. The Legal Studies program is now located in the Behavioral and Social Sciences Department.

Since the initial submission of Exhibit 4, two names have been removed from the exhibit. Sherry Hurst resigned from the advisory committee in August 2006 and the program's past Director of Legal Studies, William HuddlestonBerry passed away in July 2006.

2. Provide copies of written guidelines or procedures governing advisory committee activities, if any. Include as Exhibit 5.

N/A

3. How are advisory committee members appointed, and what is the appointment term?

The Legal Studies Program Director makes initial recommendations for advisory committee members. These recommendations are forwarded and discussed with the full-time faculty of the Legal Studies Department. The appointment is then jointly made by the program director, full-time legal studies faculty, and approved by the Legal Studies Advisory Board. The term is indefinite.

4. Indicate whether the committee has subcommittees and what the specific areas of responsibility of these subcommittees are. Provide the names of current members of subcommittees.

N/A

5. How often does the advisory committee meet? If applicable, how often do subcommittees meet?

Normally the Advisory Board meets three times a year, once during the Summer, Fall and Spring semesters.

6. Provide copies of the minutes of the advisory committee meetings and any subcommittee meetings held during the past three years or, if this is a reapproval application, since the date of the last Interim Report. *(Be sure that minutes show the date of the meeting and the persons in attendance. Include as Exhibit 6.)*

Please see Exhibit 6

Please note that the advisory committee minutes for April 13, 2005 indicate that a minor will be added to the undergraduate Legal Studies program. At this time, no minor has been added.

(G-203)

G. Describe the procedures by which the institution maintains equality of opportunity and seeks to avoid prohibited discrimination regarding the treatment of personnel and students.

1. Does the institution have a written non-discrimination policy or affirmative action plan? If yes, include a copy as Exhibit 7. (*Be sure to include policies if available relating to both students and personnel.*)

Yes. The affirmative action policy delineated in Exhibit 7 applies to employees in academic and nonacademic departments, educational programs, and all other activities of Webster University. Exhibit 7 also contains a description of Webster University's commitment to affirmative action as it pertains to students. Finally, Exhibit 7 also contains Webster University's policy with regard to sexual harassment.

2. Does the institution have a policy or procedures for the accommodation of students and personnel with disabilities? If yes, include a copy as Exhibit 8.

Yes. Please see Exhibit 8 which pertains to students and personnel.

3. What methods are used to recruit faculty and staff? The description should include the methods used to encourage diversity and the steps taken to recruit and retain a diverse faculty. If written advertisements and/or announcements are used, include copies as Exhibit 9.

The recruiting of full-time faculty is conducted in conformity with University policy. The Mission Statement for Webster University's Human Resources Department reads in pertinent part: "The mission of the Human Resource Department is to serve as the link between prospective employees and the institution in an attempt to recruit and hire the most qualified individuals, without regard to race, age, sex, or disability, for any position vacancy with the University Community." Therefore, achieving a diverse faculty continues to be a persistent concern for the University. Many full-time positions are advertised in newspapers and periodicals targeted at minority members. For example, advertisements are found in the *Affirmative Action Register*. A reference is made in all advertisements that the university is an equal opportunity employer. Currently, 159 (94%) of the full-time faculty are white and 10 (6%) are members of minorities.

Adjunct faculty in the Legal Studies Program are obtained from a broad pool of candidates. The pool of candidates is composed of individuals who have sent unsolicited resumes and those obtained through the Program Director's own contacts in the legal community. In addition, the pool is broadened by virtue of the Program Director making personal contacts with minority and women's bar groups, such as the Mound City Bar Association and the Women Lawyers Association. Additional candidates are obtained from references provided by

the Advisory Board, full-time faculty, and adjunct faculty. Currently, 21 (77%) adjunct faculty members are white and 6 (22%) are members of minorities.

Exhibit 9A is the Mission Statement from Webster University's Human Resources Department and Exhibit 9B are past job announcements.

4. What methods are used to encourage diversity in the student body of the paralegal program?

Webster University is committed to a policy of affirmative action, in compliance with the Civil Rights Act of 1964 as amended concerning equal employment practices and equal educational opportunities, without regard to race, sex, sexual orientation, color, creed, age, ethnic or national origin, or nondisqualifying handicap. The University is committed to do more than ensure employment neutrality; it is committed to make additional efforts to recruit, employ, and promote minorities and women. Decisions on employment and promotion are made on the basis of the qualifications and competencies of the individuals as they relate to the requirements of the position for which they are being considered.

All personnel policies—including those on compensation, fringe benefits, transfers, and training programs—are administered without regard to race, sex, sexual orientation, color, creed, age, ethnic or national origin, or nondisqualifying disability, in accordance with the Americans with Disabilities Act.

The policy of affirmative action applies to employees in academic and nonacademic departments, educational programs, and all other activities of the University. The University will ensure that all agencies with major contracted services with the University have on file and adhere to affirmative action policies. The President shall distribute to all employees a copy of the Affirmative Action Program at Webster University.

In addition, Webster University now has the Multicultural Center and International Affairs department. The Multicultural Center and International Student Affairs (MCISA) is a department within Student Affairs that is committed to creating an academic environment that embraces social diversity, globalism, and cross-cultural interaction in the classrooms and within the

campus community. The MCISA provides services and special programs that address the academic, social, and individual needs of all students, focusing primarily on cultural minorities and international students.

MCISA'S Mission is to Prepare Citizens of the World through Cultural Awareness. The MCISA encourages and fosters an environment where a student's personal growth and development will enhance the retention and academic success of all students. Perhaps, most important of all is the department's aim to create a community environment that embraces individual differences and emphasizes the unity of humankind. The MCISA continues to reach new heights in its desire to serve as the multicultural resource for the campus community.

Further more, Webster University is committed to providing admitted students with the services they need in order to: have access to information and the opportunity to benefit from University programs equal to that enjoyed by students without disabilities; and function in the University's educational mainstream.

Webster has charged the Academic Resource Center (ARC) director with providing or helping enrolled students with disabilities obtain the services needed to meet the equal access and opportunity goals set forth above.

These may include: (1) modifications, substitution, or waivers of nonessential program requirements; (2) classroom and testing accommodations; and auxiliary aids, such as sign interpreters, note takers, and taped books.

As a result of the above, students are recruited across cultural and racial lines through soliciting students from various racial and ethnic communities. Recruitment is conducted through direct mailings, ads in newspapers, and recruiting from high schools and community colleges throughout the St. Louis area, including those with minority populations.

The Legal Studies Program also encourages diversity in the student body by ensuring that the Advisory Board, which ultimately oversees the Program, is diverse. Currently, the Advisory Board is composed of seventeen (17) women and six men. Four members are African-American.

Accordingly, the racial, ethnic and gender composition of the Legal Studies student body genuinely reflects the racial, ethnic and gender composition of the student body on the St. Louis campus.

5. Complete Exhibit 10, showing the composition of the paralegal student body by racial/ethnic classification and gender for each of the last three years, or if this is a reapproval application, for each year since the last Interim Report.

Please see Exhibit 10.

6. Complete Exhibit 11, showing the composition of the faculty of the paralegal program by racial/ethnic classification and gender for each of the last three years or, if this is a reapproval application, for each year since the date of the last Interim Report.

Please see Exhibit 11.

(G-204)

H. Provide information with regard to budgetary provisions for the paralegal program as follows:

1. State the source(s) of financial support, i.e., state support, student tuition and fees, community taxes, grants. Indicate the approximate percentage of financial support from each source.

Webster University is a privately funded University. Primary funding sources are student tuition, grants and contributions.

2. Complete the chart provided as Exhibit 12, showing the amounts spent for each category of expense for each of the past three years and showing the projected budget for the current year and next year. Report this information by your institution's fiscal year and indicate on the exhibit the dates of that year, e.g., July 1 through June 30. If exact amounts for actual or projected expenses are not available, estimate the amount and indicate that the amount is an estimate.

Please see Exhibit 12.

3. Explain the institution's budgetary process and identify any variations from budgetary procedures utilized by other units within the institution.

Budgeting is done departmentally. All faculty members within the department submit budget request to the department Chair. The Chair submits a projected operating budget to the appropriate Dean, in this case, the Dean of Colleges of Arts and Sciences. The Dean reviews it in consultation with the Administrative Council. The Chair also submits salary recommendations at the same time as the operating budget projections, which are reviewed and approved by the same process. The Department of Behavioral and Social Sciences, of which the Legal Studies Program is a part, is treated in the same fashion as any other academic segment of the University.

(G-205)

SECTION III

EDUCATIONAL PROGRAMS

G-301 through G-303

- A. What methods are used to encourage students and graduates to achieve upward mobility in education (i.e., to earn higher or additional degrees or certificates upon completion of the program)?

The coursework in legal studies is designed to provide students with a broad understanding of the legal environment in which individuals, businesses, and the judiciary operate. This major should be attractive to those individuals (for example, managers, teachers, government employees, and legal assistants) who need additional legal knowledge to function more effectively. The program in legal studies does not prepare students for the practice of law, and its graduates are not eligible for admission to the bar. B.A. and M.A. degree-seeking students with a declared major in legal studies may seek, concurrently with the degree, a certificate in paralegal studies. Some of the coursework is applied toward both the degree and the certificate.

Because Webster University offers both a B.A. and M.A. degree in legal studies, many students, once they complete their undergraduate degree, will pursue a graduate degree in legal studies. Because our classes are taught by St. Louis area attorneys, many of our students strive to attend law school. Finally, Webster University also offers a wide variety of majors and courses to prepare students for law school.

1. For institutions awarding associate degrees: **N/A**
 - a. what articulation agreements does your program have with four-year colleges, including the names of each college and program;
 - b. what is the process for informing students about transfer opportunities;
 - c. indicate the percentage of program graduates who have transferred to an institution offering a baccalaureate degree in each of the past three years, or if this is a reapproval application, in each year since the date of the last Interim Report.
2. For programs awarding baccalaureate degrees, what articulation agreements does your program have with associate degree programs, including the name of each institution and program?

Webster University holds articulation agreements with all regionally approved community colleges for transfer credit. Webster University abides by all transfer policies of the Coordinating Board for Higher Education (CBHE). Copies of all articulation agreements are on file in Webster University's Office of Academic Affairs. In the St. Louis area, we hold articulation agreements with the community colleges that offer legal assistant education program. The community colleges that offer legal assistant programs are as follows: St. Louis Community College at Meramec, the St. Louis Community College at Florissant Valley, Jefferson College, Hickey College, Southwestern Illinois College, Sanford Brown, and Belleville Area College.

(G-301C)

- B. If this is an application for initial approval, indicate what needs assessment was conducted to determine the need for and interest in the program and attach as Exhibit 13 copies of relevant surveys, assessment tools, research findings, and recommendations. Survey results must show when the survey was conducted, to whom it was sent, and the number and percentage of responses. **(G-104B)**

N/A

- C. Describe the program's plan for evaluation, review, and improvement of the program, as follows:
1. What is the overall assessment plan, i.e., how does the program determine the extent to which it is meeting its stated objectives? Is there a plan and timeline for various forms of assessment? Is the assessment plan part of an institutional plan? What is done with the results of surveys and other assessment findings? **(G-301E1)**

The Chair of the Department of Behavioral and Social Sciences and the University consistently monitors the academic integrity of the Legal Studies Program. Periodically, surveys have been sent to area law firms, corporations, and government entities regarding what they are looking for in a legal assistant/paralegal. Usually these surveys are mailed out once a year. Once these surveys are received, they are reviewed, summarized, and used to consider curriculum updating and changes. In addition to these surveys, because many members of the legal studies program are attorneys and paralegals working in the St. Louis area, we have constant input regarding whether the program is producing employable paralegals/legal assistants. Another method to assess the program is done through the University's accreditation by North Central Association with regularly evaluates the Legal Studies Program as part of its approval process. Finally, the program receives comments from current and former students on a continuous basis regarding their needs.

2. How does the program determine how paralegal services are being used in the community? Are research, surveys, focus groups or other means used to ascertain the state of paralegal utilization? How often is such assessment conducted? As Exhibit 14, attach relevant documentation, such as survey instruments and a summary of the results of surveys or other research conducted during the past three years, or if this is a reapproval application, since the date of the last interim report. Survey results must show when the survey was conducted, to whom it was sent, and the number and percentage of responses. (G-301E2)

The program determines how paralegal services are being used in the community through the use of surveys that are sent out periodically. In addition, the Advisory Board members keep the program abreast of new trends, and the needs of the legal committee. In addition, surveys are sent periodically to graduates of the program to get their feed back regarding their current employment situation.

Please See Exhibit 14.

3. How does the program determine the extent to which graduates are securing suitable positions? Is such information taken from graduate surveys, placement records, or other sources? How is it compiled and used? (*Note that placement records are required as Exhibit 30 in Section V of this report.*) (G-301E3)

The program determines the extent to which graduates are securing suitable position through the use of surveys and placement records received from the career center. In addition, the director of the program, along with other faculty members in the program, receive e-mails and phone calls from former students regarding various employment that they have obtained as a result of the program.

Please See Exhibit 30.

4. How does the program assess graduates' perceptions of their preparation for employment and of their educational experience in the program? Explain the plan for graduate assessment, i.e., how often is it conducted, which group(s) of graduates are surveyed, what kinds of instrument or other measures are used, who in the institution is responsible for conducting the surveys, and how are the results used. As Exhibit 15, include a copy of the evaluation instrument(s) and the summary of results for the past three years or, if this is a reapproval application, since the date of the last Interim Report. Summaries of survey results must show the date conducted, number sent, and number and percentage of responses received. (G-301E4)

The Legal Studies program assesses graduates' perceptions of their preparation for employment and their educational experience through surveys and questionnaires that are sent to the program's graduates. The surveys are sent out periodically. Recent graduates of the program are surveyed using a

questionnaire. Usually the director and the coordinator of the program are responsible for conducting the surveys and the result are used to assess the program and to make sure that we are meeting our graduate's needs.

Please see Exhibit 15.

5. How does the program assess the satisfaction of employers and managers? Explain the plan for employer assessment, i.e., how often is it conducted, which employers are surveyed, what kind of survey instrument or other measures are used, who in the institution is responsible for conducting the survey, and how are the results used. As Exhibit 16, include a copy of the evaluation instrument(s) and the summary of results for the past three years or, if this is a reapproval application, since the date of the last Interim Report. Summaries of survey results must show the date conducted, who was surveyed, the number of surveys sent, and number and percentage of responses received. (G-301E5)

The program assesses the employer's satisfaction with our students through surveys and questionnaires. Surveys are sent to large law firms, small law firms, solo practitioners, corporations, and government entities. The director and the coordinator of the program are responsible for conducting these surveys/questionnaires. The results are used to examine the program's curriculum and the pass the information along to faculty members and the programs advisory board members.

6. How does the program assess the satisfaction of students with curriculum, instruction, services, and facilities? Describe the procedures for evaluation of faculty members and of other aspects of the students' educational experience. As Exhibit 17, include a copy of the evaluation instrument(s). Do not include individual faculty member's evaluation results, but do include a summary of results of other matters that are evaluated by students. (G-301E6)

At the end of each course, students are given the opportunity to evaluate each of their instructors. Students are asked a total of fourteen questions. Ten of those questions concern the instructor and the course itself. Students are asked to reach each of the statements and circle the number in the right hand margin the most nearly reflects their observations. 1= yes; 2= only somewhat; 3 = No. There are also told to circle NA if the statement does not apply. The students are also given an opportunity and provided ample space to write any comments that they have about the instructor, course, book, etc. Each instructor's evaluations are reviewed and an average score in each category is calculated. After the evaluations are reviewed by the Department Chair/Legal Studies Director, the instructors are given a copy of the evaluation forms the following term so that they can improve upon any weaknesses.

Please see exhibit 17.

*** The program notes that there is no summary of data collected, analysis of the results in narrative form, the dates of evaluation, and the number completed. Once the evaluations are done by the students, all evaluations are taken to another department so that a summary can be done for each instructor. These results have not been returned at the time this report was due. The program will send an updated exhibit 17 once this has been done.**

(See G-301F for an explanation of how assessment plans and methods will be evaluated.)

D. Provide the total curriculum for the paralegal program. Indicate each program option offered (i.e. degree or certificate) as defined in G-103A. Include the total number of hours or credits for each program option, using either semester units, quarter units, clock hours, contact hours, or continuing education units using the definitions set forth in **G-302D**.

B.A. in Legal Studies
45 required credit hours
27 general education credit hours
56 elective credit hours
128 total credit hours

M.A. in Legal Studies
36 required credit hours
3 elective credit hours
39 total credit hours

Graduate Certificate in Intellectual Property
24 required and total credit hours

Certificate in Paralegal Studies
24 required and total credit hours

1. Provide a list of the suggested sequence of courses for each program option including the following information:
 - a. Semester hours or equivalent for each course/subject.
 - b. Prerequisites and co-requisites. (**G-302E5**)
 - c. Identify the legal specialty courses as defined in **G-302I** and, for each such course, indicate whether it is required or elective. (*Use the abbreviations LS-R and LS-E.*)

Course	Credit Hours	Prerequisites	Requirement/ Legal Specialty
LEGL 2080 Topics in Law or INTL 2030 Int'l Law	3 credits		R

LEGL 2400 Intro to Law	3 credits		R
LEGL 3000 Legal Ethics	3 credits	LEGL 2400 or POLT 2400	LS-R
POLT 3010 American Con. Law or POLT 3020 Civil Liberties	3 credits	3 credit hours in the department	R
LEGL 4100 Advanced Paralegal Procedures	3 credits	LEGL 2400 or POLT 2400, LEGL 4460	LS-R
LEGL 4460 Meth. of Legal Research and Writing I	3 credits	LEGL 2400 or POLT 2400	LS-R
LEGL 4470 Meth. of Legal Research and Writing II	3 credits	LEGL 2400 or POLT 2400 and LEGL 4460	LS-R
LEGL 4480 Computerized Legal Research	3 credits	LEGL 2400 or POLT 2400 and LEGL 4460	LS-R
LEGL 4600 Legal Studies Seminar	3 credits	LEGL 2400 or POLT 2400, LEGL 4460, LEGL 4470	E
LEGL 4800 Advanced Topics in Law *	3 credits	LEGL 2400 and LEGL 4460	LS-R
LEGL 4800 Advanced Topics in Law *	3 credits	LEGL 2400 and LEGL 4460	LS-R
LEGL 4900 Paralegal Clinical Studies	3-6 credits	All Certificate Courses Except LEGL 3490	E

15 credit hours of additional departmental courses, including:

INTL 1500 World Systems from 1500	3 credits		R
POLT 1060 Intro. to American Politics	3 credits		R
POLT 1070 Intro. to Political Theory or HIST 3000 Ideas in History: History of Economic Thought	3 credits	For HIST 3000, 3 credit hours of history or permission of instructor	R
HIST 1320			

20th Century United States Substitute: HIST 1300, HIST 1310, or HIST 1010 (with U.S. survey subtitle)	3 credits		R
Additional Department Course	3 credits		R
Overview	0 or 1 credit	Senior Standing	R

M.A. in Legal Studies

Students in the M.A. program register for classes and schedule their course sequence in personal consultation with Legal Studies full time faculty or the Legal Studies advisors in the Graduate Center. Rational and proper sequencing is achieved through prerequisites and careful planning by student and advisor.

Listed in the chart below, are the degree requirements and electives, specifying the number of credit hours for each course, the prerequisites, if any, and identifying those courses that are legal specialty courses.

Course	Credit Hours	Prerequisites	Requirement/ Legal Specialty
LEGL 5000 Introduction to Legal Studies	3 credits		R
LEGL 5100 Jurisprudence	3 credits		R
LEGL 5300 Ethics for the Legal Professional	3 credits	LEGL 5000	LS-R
LEGL 5400 Anglo-American Legal History	3 credits	LEGL 5000	R
LEGL 5450 American Con. Law	3 credits	LEGL 5000	R
LEGL 5470 Civil Actions	3 credits	LEGL 5000	LS-R
LEGL 5480 Criminal Actions	3 credits	LEGL 5000	LS-R
LEGL 5490 Advanced Topics in Law*	3 credits	LEGL 5000 and LEGL 4460	LS-R
LEGL 5550 Paralegal Clinical Studies	3 credits	All Certificate Courses	E
LEGL 5800 Computerized Legal		LEGL 5000 and	

Research	3 credits	LEGL 4460	LS-R
LEGL 5850 Advanced Legal Writing	3 credits	LEGL 5000 and LEGL 4460	LS-E
LEGL 4470 Meth. of Legal Research and Writing II	3 credits	LEGL 5000 and LEGL 4460	LS-R
LEGL 6000 Research & Writing Project	3 credits	Completion of all other required courses	R

Certificate in Paralegal Studies

- **The certificate in paralegal studies can be earned at the undergraduate or graduate level.**
- **The graduate level paralegal certificate is available to students who are admitted to the graduate program. To be admitted to the graduate program, the student must have earned a recognized baccalaureate degree from an educational institution accredited by one of the six regional accrediting agencies in the United States or the equivalent if the student graduated from a college abroad.**
- **All of the courses needed to obtain an undergraduate certificate in paralegal studies are contained in the courses required for a B.A. in Legal Studies except LEGL 3490, Litigation.**
- **All of the courses needed to obtain a graduate certificate in paralegal studies are contained in the courses required for an M.A. in Legal Studies except LEGL 5470, Civil Actions.**
- **Unlike the undergraduate and graduate degrees in Legal Studies, all of the courses that are required for both the undergraduate and graduate paralegal certificates must be taken at Webster University.**

Courses	Credits	Prerequisites	Requirement/ Legal Specialty
LEGL 2400 or POLT 2400 Intro to Law or <i>LEGL 5000 Legal Studies</i>	3 credits		R
LEGL 3000 Legal Ethics or LEGL 5300 Ethics for the Legal Professional	3 credits	LEGL 2400 or POLT 2400 <i>LEGL 5000</i>	LS-R
LEGL 3490 Litigation or <i>LEGL 5470 Civil Actions</i>	3 credits	POLT 2400 or LEGL 2400 <i>LEGL 5000</i>	LS-R
LEGL 4800 Advanced Topics in Law or LEGL 5490 Advanced Topics in Law *	3 credits	POLT 2400 or LEGL 2400 LEGL 5000 and LEGL 4460	LS-R

LEGL 4800 Advanced Topics in Law or LEGL 5490 Advanced Topics in Law *	3 credits	POLT 2400 or LEGL 2400 LEGL 5000 and LEGL 4460	LS-R
LEGL 4460 Meth. of Legal Research and Writing I	3 credits	<i>POLT 2400 or LEGL 2400</i> LEGL 5000	LS-R
LEGL 4470 Meth. of Legal Research and Writing II	3 credits	POLT 2400 or LEGL 2400, LEGL 4460 LEGL 5000	LS-R
LEGL 4480 Computerized Legal Research or LEGL 5800 Computerized Legal Research		LEGL 5000 and LEGL 4460	LS-R

Bold type denotes graduate courses

Graduate Certificate in Intellectual Property

- **The graduate certificate in Intellectual Property is available to students who are admitted to the graduate program. To be admitted to the graduate program, the student must have earned a recognized baccalaureate degree from an educational institution accredited by one of the six regional accrediting agencies in the United States or the equivalent if the student graduated from a college abroad.**
- **All of the courses that are required for both the graduate certificate in intellectual property must be taken at Webster University.**

Courses	Credits	Prerequisites	Legal Specialty
LEGL 5000 Legal Studies	3 credits		R
LEGL 5300 Ethics for the Legal Professional	3 credits	LEGL 5000	LS-R
LEGL 5260 Meth. of Legal Research and Writing I	3 credits	LEGL 5000	LS-R

<i>LEGL 5905 Intellectual Property for the Paralegal</i>	3 credits	LEGL 5000 and LEGL 5260	LS-R
<i>LEGL 5925 Patent and Trademark Law for the Paralegal</i>	3 credits	LEGL 5000 and LEGL 5260	LS-R
<p>* The students are also required to take one elective course (3 credit hours) from the following:</p> <p>LEGL 5945 – Copyright and Trade Secret Law for Paralegals</p> <p>LEGL 5740 – Ownership, Licensing, and Transfer of Intellectual Property</p> <p>LEGL 5965 – Computerized Intellectual Property Research for Paralegals</p>		LEGL 5000 and LEGL 5260	LS
<i>LEGL 5270 Meth. of Legal Research and Writing II</i>	3 credits	POLT 2400 or LEGL 2400, LEGL 4460 <i>LEGL 5000</i>	LS-R
<i>LEGL 5800 Computerized Legal Research</i>	3 credits	POLT 2400 or LEGL 2400 LEGL 5000 and LEGL 4460	LS-R

* Subtitles for Advanced Topics in Law are as follows:

Medical Malpractice

Torts

Business Organizations

Worker's Comp.

Contracts & Agreements

Administrative Law

Patents, Copyrights, Intell.Ppty

Insurance Law

Computers & Law

Family Law

International Law

Real Estate Law

Environmental Law

Juvenile Law

Labor Law

Bankruptcy Law

Discrimination Law

Product Liability

Mediation (ADR)

Criminal Law

Wills & Trusts

Probate Law

- d. If general education is part of the required course work, identify the general education courses as defined in **G-302E1**. (*Use the abbreviation GE.*)

GENERAL EDUCATION COURSE CODING

Alpha-Numeric Listing

ANSO	1010	Introduction to Sociology (VAL) (CUL)
ANSO	1020	Social Issues (CRI) (VAL)
ANSO	1070	Introduction to Cultural Anthropology (VAL) (CUL)
ANSO	1080	Human Evolution (HST) (CUL)
ANSO	1090	Topics in Geography (HST) (CUL)
ANSO	2000	Issues in Contemporary Society (VAL)
ANSO	2030	Culture and Communication (VAL) (CUL)
ANSO	2040	North American Indians: Pre-Columbian to 1870 (HST) (CUL)
ANSO	2050	North American Indians: 1870 to the Present (HST) (CUL)
ANSO	2550	Dynamics of Decision-Making (CRI)
ANSO	2650	Nonverbal Behavior (VAL)
ANSO	2710	The Sociology of Education (CRI) (VAL)
ARHS	2200	Current Art (HUM) (ART)
ARHS	2210	Intro to the History of Western Art (HST) (ART)
ARHS	2320	Intro to Asian Art (HST) (CUL)
ARHS	2350	Introductory Topics in Art History (HST) (ART)
ARHS	3390	Art and Art Cultures (HST) (CUL)
ART	1000	Introduction to Studio Art (HUM) (ART)
ART	1050	Art Appreciation (HUM) (ART)
BIOL	1010	Human Biology (SCI)
BIOL	1020	Biology of Animals (SCI)
BIOL	1030	Biology of Plants (SCI)
BIOL	1040	Human Genetics (SCI)
BIOL	1318	Issues in Biology (SCI)
BIOL	1550	Essentials of Biology I (SCI)
BIOL	1610	Anatomy and Physiology I (SCI)
BIOL	1620	Anatomy and Physiology II (SCI)
BIOL	2300	Plant Form and Function (SCI)
BIOL	2320	Animal Form and Function (SCI)
BIOL	3050	Genetics (SCI)
BIOL	3120	Microbiology (SCI)
BIOL	3200	Ecology (SCI)
BJRN	2070	History of Broadcasting (HST)
BUSN	3100	Issues: History of American Technology (HST)
BUSN	2750	Introduction to Statistics (SCI) (MTH)
BUSN	4300	Business Ethics (VAL)
CHEM	1030	Introduction to Chemistry (SCI)
CHEM	1100	General Chemistry I (SCI)
CHEM	2100	Organic Chemistry I (SCI)
CHEM	3200	Physical Chemistry (SCI)
COSC	1570	Mathematics For Computer Science I (CRI) (MTH)

COSC	1580	Mathematics For Computer Science II (CRI) (MTH)
COSC	2810	Systems Analysis and Design (CRI)
DANC	1010	Ballet I (ART)
DANC	1030	Dance as an Art Form (ART)
DANC	1090	Jazz I (ART)
DANC	1110	Modern Dance I (ART)
DANC	1230	Tap Dance I (ART)
DANC	2010	Ballet II (ART)
DANC	2090	Jazz II (ART)
DANC	2110	Modern Dance II (ART)
ECON	4900	History of Economic Thought (HUM)
EDUC	2110	Communication in Education (COM)
EDUC	2550	Student Literacy Corps (VAL) (CUL)
EDUC	2800	Foundations in Education (CRI) (VAL)
EDUC	2900	The Exceptional Individual (VAL)
EDUC	3150	Education in A Diverse Society (CRI) (VAL)
ENGL	1030	Introduction to Literature (HUM)
ENGL	1050	Introduction to American Literature (HUM)
ENGL	1060	Protest Literature (VAL) (CUL)
ENGL	1510	Major Dramatists I (HST) (HUM)
ENGL	1520	Major Dramatists II (HST) (HUM)
ENGL	2020	Major British Writers I (HST) (HUM)
ENGL	2030	Major British Writers II (HST) (HUM)
ENGL	2040	Major U.S. Writers (HST) (HUM)
ENGL	2110	Perspectives (HUM) (CUL)
ENGL	2150	Creative Writing: Poetry (ART)
ENGL	2160	Creative Writing: Fiction (ART)
ENGL	2170	Creative Writing: Drama (ART)
ENGL	2210	Literature Into Film (HUM) (ART)
ENGL	2250	Literary London (HUM) (London campus only)
ENGL	3140	Women Create Women (VAL)
ENGL	3010	Playwriting (ART)
ESLG	1000	Beginning English as a Second Language (CUL)
ESLG	2000	Intermediate English as a Second Language (CUL)
ESLG	3070	Advanced Intensive English (CUL)
ESLG	3150	Culture & Civilization of the English-Speaking World (CUL)
ESLG	3170	Advanced Discussion Skills (CUL)
ESLG	3230	Advanced Reading/Writing Skills Level I (CUL)
ESLG	3240	Advanced Reading/Writing Skills Level II (CUL)
ESLG	3310	Advanced Language Skills (CUL)
ESLG	4000	Advanced English as a Second Language (CUL)
ESLG	4250	Research Writing/Library Skills (CUL)
ETHC	1000	Issues and Problems in Ethics (VAL)
FILM	1800	Film Appreciation (ART)
FILM	2050	History of Film (HST)
FILM	2060	Modern World Cinema (HST)
FILM	2160	Introduction to Film Theory and Criticism (CRI) (ART)
FILM	3160	Topics in Film History and Criticism (CUL) (ART)
FORL	1090	Elementary Language: Level I (CUL)
FORL	1100	Elementary Language: Level II (CUL)

FORL	1170	Elementary Conversation (CUL)
FORL	2000	Study Abroad Intermediate (CUL)
FORL	2090	Intermediate Language: Level I (CUL)
FORL	2100	Intermediate Language: Level II (CUL)
FORL	2150	Topics in Culture (CUL)
FORL	2610	Intermediate Language: Readings (CUL)
FORL	3550	Foreign Language Practicum (CUL)
FORL	4000	Study Abroad Advanced (CUL)
FORL	4050	Translation (CUL)
FORL	4150	Contemporary Issues (HST) (CUL)
FORL	4600	Seminar (CUL)
FREN	1070	Intensive Introduction to French: Level I (CUL)
FREN	1080	Intensive Introduction to French: Level II (CUL)
FREN	1090	Elementary French: Level I (CUL)
FREN	1100	Elementary French: Level II (CUL)
FREN	2090	Intermediate French: Level I (CUL)
FREN	2100	Intermediate French: Level II (CUL)
FREN	2170	Intermediate Conversational French (CUL)
FREN	3090	Advanced French (CUL)
FREN	3150	French Civilization (HST) (CUL)
FREN	3250	Introduction to French Literature (HUM) (CUL)
FREN	4090	Topics in Advanced Language (CUL)
FREN	4170	Advanced Conversational French (CUL)
FREN	4250	Topics in Literature (HUM) (CUL)
FREN	4650	Advanced Topics (HUM) (CUL)
GNST	1308	Technology, Science and Society (SCI)
GNST	1400	Civilization and the Arts (HST) (HUM)
GNST	2004	Topics in Liberal Arts (HUM)
GNST	2005	Topics in Liberal Arts (VAL)
GNST	2006	Topics in Liberal Arts (CUL)
GNST	2200	Transfer Student Seminar (COM)
GNST	2500	Honors Seminar: Written in Red Ink (HST)
GNST	3500	Liberal Arts Seminar: Strategies for a Healthy Planet (SCI)
GRM	1070	Intensive Introduction to German: Level I (CUL)
N		
GRM	1080	Intensive Introduction to German: Level II (CUL)
N		
GRM	1090	Elementary German: Level I (CUL)
N		
GRM	1100	Elementary German: Level II (CUL)
N		
GRM	2090	Intermediate German: Level I (CUL)
N		
GRM	2100	Intermediate German: Level II (CUL)
N		
GRM	2170	Intermediate Conversational German (CUL)
N		
GRM	3090	Advanced German: Level I (CUL)
N		
GRM	3150	Culture & Civilization of German-Speaking Countries (CUL)

N		
GRM	3250	Introduction to German Literature (HUM) (CUL)
N		
GRM	4170	Advanced Conversational German (CUL)
N		
GRM	4250	Topics in Literature (HUM) (CUL)
N		
HIST	1010	Topics in History (HST)
HIST	1100	World Civilization (HST) (HUM)
HIST	1150	History of Popular Culture (HST)
HIST	1300	Revolutionary America (HST) (VAL)
HIST	1310	Nineteenth Century America (HST) (VAL)
HIST	1320	Twentieth Century United States (HST)
HIST	1500	American Studies (HST)
HIST	2000	Social History (HST) (VAL)
HIST	2060	Gender and Family (HST) (VAL)
HIST	2080	History of Disease and Medicine (HST)
HIST	2130	Refugee and Migration Movements (HST, VAL)
HIST	2200	History of Medieval Society (HST) (HUM)
HIST	2210	Renaissance and Reformation (HST) (HUM)
HIST	2220	Modern Europe (HST)
HIST	2250	History of Russia (HST) (CUL)
HIST	2280	History of England (HST) (HUM)
HIST	2310	Encounters with History (HST)
HIST	2320	African-American History (HST) (VAL)
HIST	2340	History of American Business and Management (HST)
HIST	2400	Modern Asia (HST) (CUL)
HIST	2420	History of Africa (CUL)
HIST	2440	History of Latin America (CUL)
HIST	2550	History of the Consumer Society (HST) (VAL)
HIST	2600	Methods of Research (CRI)
HIST	3000	Ideas in History: History of Economic Thought (HUM)
HLSC	1310	Wellness and Healthy Lifestyle (VAL)
HLSC	3100	Diversity in Health (CUL)
HLSC	3200	Issues in Women's Health (VAL)
HRTS	1100	Understanding Human Rights (HST) (VAL)
INTL	1500	The World System Since 1500 (HST)
INTL	2030	International Law (HUM) (CUL)
INTL	2620	Ideological Influences in International Relations (VAL)
INTL	2630	New States in World Politics (CUL)
INTL	2650	The Politics of Peace (VAL)
INTL	2680	International Relations: Political Theories (HUM) (VAL)
INTL	2700	Methods of Political Inquiry (CRI)
ISTL	1000	Introduction to International Studies (CUL)
ISTL	2450	20 th Century Latin America (HST) (CUL)
ITAL	1090	Elementary Italian: Level I (CUL)
ITAL	1100	Elementary Italian: Level II (CUL)
ITAL	2090	Intermediate Italian: Level I (CUL)
ITAL	2100	Intermediate Italian: Level II (CUL)
JOUR	1030	Fundamentals of Reporting (COM)

JOUR 2360 History and Principles of American Journalism (HST)
 LATN 1090 Elementary Latin (CUL)
 LATN 2090 Intermediate Latin (CUL)
 LEGL 2080 Topics in Law: Law and Poverty (VAL)
 LEGL 2080 Topics in Law: Race, Gender and Justice (VAL)
 LEGL 2080 Topics in Law: Crime (VAL)
 LEGL 2080 Topics in Law: Women and Law (VAL)
 LEGL 2080 Topics in Law: Juvenile Law (VAL) (CUL)
 LEGL 2400 Introduction to Law (HUM)
 LEGL 3000 Legal Ethics (VAL)
 LEGL 4460 Methods of Legal Research and Writing I (CRI) (COM)
 MATH 1300 Math for Elementary Teachers I (MTH)
 MATH 1350 Math for Elementary Teachers II (MTH)
 MATH 1360 Business Mathematics (MTH)
 MATH 1370 Business Applications of Algebra (MTH)
 MATH 1410 Introduction To College Mathematics (MTH)
 MATH 1420 Games, Clocks and Magic (MTH)
 MATH 1430 College Algebra (MTH)
 MATH 1440 Trigonometry (MTH)
 MATH 1470 Survey of Calculus (MTH)
 MATH 1490 Finite Mathematics (MTH)
 MATH 1580 Formal Logic (CRI) (MTH)
 MATH 1610 Calculus I (CRI) (MTH)
 MEDC 1010 Introduction To Mass Communications (COM)
 MEDC 1050 Introduction To Media Writing (COM)
 MEDC 1500 Applied Media Aesthetics (ART)
 MEDC 1630 Media Literacy (CRI) (COM)
 MEDC 2200 Ethics in the Media (VAL)

 MEDC 2800 Cultural Diversity in the Media (VAL) (CUL)
 MEDC 3150 Topics: Religion & Media (HUM)
 MEDC 3800 Studies in Cultural Diversity (VAL)
 MNGT 2340 History of American Business and Management (HST)
 MULC 2010 American Cultural Pluralism (CUL)
 MUSC 1000 Fundamentals of Musicianship (ART)
 MUSC 1010 Music Theory I (ART)
 MUSC 1050 Introduction to Music Appreciation (ART)
 MUSC 1070 Topics in Music (ART)
 MUSC 1070 Topics in Music: Introduction to World Music (ART) (CUL)
 MUSC 1070 Topics in Music: African-American Musical Experience (ART) (CUL)
 MUSC 1070 Topics in Music: Relationship Indian/Western Music (ART) (CUL)
 MUSC 1070 Topics in Music: Music & Spirituality (ART) (CUL)
 MUSC 2000 Applied Music: Secondary and Non-Major (ART)
 MUSC 2001 Applied Music: Secondary/Non-Major Piano (ART)
 MUSC 2002 Applied Music: Secondary/Non-Major Voice (ART)
 MUSC 2030 Survey of Music History I (HST) (ART)
 MUSC 2040 Survey of Music History II (HST) (ART)
 MUSC 2500 Applied Music: Secondary and Non-Major (ART)
 MUSC 2501 Applied Music: Secondary/Non-Major Piano (ART)
 MUSC 2502 Applied Music: Secondary/Non-Major Voice (ART)

MUSC 3170 Jazz History I (HST) (CUL)
MUSC 3180 Jazz History II (HST) (CUL)
MUSC 4900 Webster University Choral Club (ART)
MUSC 4910 Webster University Chorale (ART)
MUSC 4920 Webster University Choral Society (ART)
MUSC 4930 Webster University Camerata Singers (ART)
MUSC 4940 The Webster University Symphony (ART)
MUSC 4950 Chamber Music (ART)
MUSC 4960 Jazz Ensemble (ART)
MUSC 4970 Webster University Big Band (ART)
MUSC 4980 Wind Ensemble (ART)
MUSC 4990 Opera Studio (ART)
MUTH 1030 History of American Musical Theatre (HST) (ART)
PHIL 1010 Introduction to Critical Thinking (CRI)
PHIL 1100 Introduction To Philosophy (CRI) (HUM)
PHIL 1600 Introduction to Formal Logic (CRI) (MTH)
PHIL 2010 Informal Logic (CRI) (COM)
PHIL 2050 Philosophy of Education (VAL) (CUL)
PHIL 2080 Topics: Social Implications of Artificial Intelligence (VAL) (SCI)
PHIL 2110 Ethics (VAL)
PHIL 2300 Social and Political Philosophy (HST) (HUM)
PHIL 2310 Introduction to Scientific Understanding (HST)(SCI)
PHIL 2320 Contemporary Moral Problems (CRI) (VAL)
PHIL 2330 Philosophy and Technology (VAL)
PHIL 2340 Medical Ethics (VAL)
PHIL 2360 Environmental Ethics (VAL)
PHIL 2510 Philosophic Classics: Ancient Greece/Rome (HST) (HUM)
PHIL 2520 Philosophic Classics: Early Modern Europe (HST) (HUM)
PHIL 2540 American Philosophy (HST)
PHOT 2040 History of Photography (HST)

PHYS 1030 General Physics I (SCI)
PHYS 1040 General Physics II (SCI)
POLT 1000 Topics in Politics (COM)
POLT 1050 Introduction to International Politics (CUL)
POLT 1060 Intro to American Politics (VAL)
POLT 1070 Introduction to Political Theory (HUM) (VAL)
POLT 1080 Introduction to Comparative Politics (CUL) (VAL)
POLT 1550 Introduction To Political Argumentation and Debate (CRI) (COM)
POLT 1750 State and Local Government (VAL)
POLT 2050 Contemporary American Politics (VAL)
POLT 2060 Politics and Gender (VAL)
POLT 2070 Politics and Race (CUL) (VAL)
POLT 2250 Politics in the Industrialized World (VAL) (CUL)
POLT 2400 Introduction to Law (HUM)
POLT 2500 Interdisciplinary Approach to Politics (VAL)
POLT 2550 The Politics of Development (VAL) (CUL)
PSYC 1100 Introduction to Psychology (SCI)
PSYC 1200 Introduction to Psychology (Europe Only) (SCI)
PSYC 2000 Issues in Contemporary Psychology (VAL)
PSYC 2100 Psychology of Adjustment (CRI) (VAL)

PSYC	2200	Child Psychology (VAL) (SCI)
PSYC	2250	Adolescent Psychology (VAL) (SCI)
PSYC	2300	Human Development (VAL) (SCI)
PSYC	2400	Educational Psychology (VAL) (SCI)
PSYC	2550	Dynamics of Decision-Making (CRI)
PSYC	2650	Nonverbal Behavior (VAL)
PSYC	2750	Introduction To Measurement and Statistics (SCI) (MTH)
RELG	1000	Roots Of Religion (VAL)
RELG	1040	Phenomena (VAL) (CUL)
RELG	1050	Experience and Values (VAL)
RELG	1060	World Religions (HST) (HUM)
RELG	1080	Thinking Through Religions (CRI) (VAL)
RELG	2030	Contemporary Topics (HUM)
RELG	2050	Religion and Human Values (VAL)
RELG	2070	Introduction to Religions of the East (HUM) (CUL)
RELG	2080	Introduction to Western Religions (HUM) (CUL)
RELG	2100	Religion and Literature (HUM)
RELG	2150	Existence and Meaning (VAL) (CUL)
RELG	2200	Renaissance and Reformation (HST)
RELG	2350	Sacred Texts (CUL)
RELG	2400	Religion and the Arts (CUL) (ART)
RELG	2420	Religion and Culture (CUL)
RELG	2450	Death and Dying (VAL)
RELG	2500	Gender, Culture and Religion (VAL) (CUL)
RELG	3050	Philosophy of Religion (CRI)(VAL)
RELG	3100	Hinduism (HUM) (CUL)
RELG	3120	Buddhism (HUM) (CUL)
RELG	3130	Religions of China and Japan (HUM) (CUL)
RELG	3180	Judaism (HUM) (CUL)
RELG	3190	Christianity (HUM) (CUL)
RELG	3200	Islam (HUM) (CUL)
RELG	3210	African Religions (HUM) (CUL)
RELG	4310	Business Ethics (VAL)
SCIN	1010	Topics in Physical Science (SCI)
SCIN	1100	Earth Science and the Environment (SCI)
SCIN	1150	Astronomy (SCI)
SCIN	1410	Patterns of Light and Sound (SCI)
SCIN	1520	Environment (SCI)
SCIN	1600	Physical Geology (SCI)
SPAN	1070	Intensive Introduction to Spanish: Level I (CUL)
SPAN	1080	Intensive Introduction to Spanish: Level II (CUL)
SPAN	1090	Elementary Spanish: Level I (CUL)
SPAN	1100	Elementary Spanish: Level II (CUL)
SPAN	2090	Intermediate Spanish: Level I (CUL)
SPAN	2100	Intermediate Spanish: Level II (CUL)
SPAN	2170	Intermediate Conversational Spanish (CUL)
SPAN	2250	La cocina espanola e hispanoamericana (CUL)
SPAN	3090	Advanced Spanish: Level I (CUL)
SPAN	3100	Advanced Spanish: Level II (CUL)
SPAN	3150	Culture and Civilization of the Spanish Speaking World (HST)

		(CUL)
SPAN	3250	Introduction to Literature (HUM) (CUL)
SPAN	4090	Topics in Advanced Language (CUL)
SPAN	4170	Advanced Conversational Spanish (CUL)
SPAN	4250	Topics in Literature (HUM) (CUL)
SPAN	4650	Advanced Topics (HUM) (CUL)
SPCM	1040	Public Speaking (COM)
THEA	1030	Introduction to Theatre (ART)
THEA	1050	Theatre Appreciation (HUM) (ART)
THEA	2030	History of the Theatre: Greeks to Restoration (HST) (ART)
THEA	2040	History of the Theatre: 18th Century to Modern (HST) (ART)
THEA	3030	Topics in Theatre (ART)
THEA	3040	Topics in Theatre (ART)
WOM	1010	Introduction to Women's Studies (CRI) (VAL)
N		
WRIT	1010	Composition (COM)
WRIT	1020	Advanced Composition (COM) (Europe only)
WRIT	2000	Writing Practicum (COM)
WRIT	2072	Writing for Change (COM)
WRIT	2090	Writing In the Workplace (COM)
WRIT	2400	Intro to Professional Writing (COM)
WRIT	3100	Report & Proposal Writing (COM)

2. How are the general education requirements met? Explain whether these requirements are met by students upon admission to the program or through coursework taken as part of the program. **(G-302E and F)**

Webster University requires all baccalaureate students to complete a general education program. The faculty of the University have identified nine academic goals for baccalaureate students to address. The following nine goals provide the framework for the general education program:

- 1. Critical Thinking: a systematic method of examining and evaluating arguments.**
- 2. Communications: writing and speaking that are clear, concise, and accurate when conveyed to a broad audience.**
- 3. Historical Consciousness: recognition of causes, relationships, and sequences within seemingly random social and historical events.**
- 4. Humanities: analysis of the themes of human experience through the legacy of great works and ideas.**
- 5. Values: critical reflection on the attitudes and beliefs relevant to individual and social choices and actions.**
- 6. Cultural Understanding: examination and comparison of international and/or diverse cultures.**
- 7. Arts Appreciation: recognition of artistic expressions gained through analysis, reflection, or practical experience.**

8. **Scientific Understanding; analysis of concepts of a scientific discipline and its methods, limitations, and impact in the modern world.**
9. **Mathematics: recognition of the value and beauty of mathematics, as well as the ability to appraise and use quantitative data.**

Students must satisfy this requirement by completing at least 3 credit hours of relevant coursework, with a grade of C- or better, in each of these categories. An approved list of courses addressing each of the general education goals is available through academic advisors and in the course schedule book each semester. Students have the responsibility to select their general education coursework, with the guidance of their academic advisor, within these guidelines. Up to two courses within the student's major department may be used to satisfy general education goals, so long as the two courses represent different academic disciplines as indicated by course prefixes. All other courses used to satisfy the general education requirement must be taken outside of the student's major department.

In order to meet the general education requirements as described in Guideline 303(G), we are now requiring Legal Studies majors to select from a designated list of courses to satisfy the Arts Appreciation requirement. These courses do not include any performance classes, such as music, acting, photography, and the like.

- a. How is the distribution requirement for three disciplines within the general education component met? (G-302E2)

As mentioned above, Webster University requires all baccalaureate students to complete a general education program. The faculty of Webster University have identified nine academic goals for baccalaureate students to address. Students must satisfy this requirement by completing at least 3 credit hours of relevant coursework, with a grade of C- or better, in these categories. An approved list of courses addressing each of the general education goals is available through academic advisors. Students have the responsibility to select their general education coursework, with the guidance of their academic advisor, within these guidelines. Up to two courses within the student's major department may be used to satisfy general education goals, so long as the courses represent different academic disciplines as indicated by course prefixes. All other courses used to satisfy the general education requirement must be taken outside of the student's major department. Individual departments may also identify more specific general education coursework within this program.

- b. What method(s) is/are used to determine whether students demonstrate writing proficiency at the college level? (G-302E3)

Webster University’s Legal Studies Program uses the following methods to determine whether students demonstrate writing proficiency at the college level:

- **Webster University’s general education requirements include a communications course, which mandates that students demonstrate writing and speaking that are clear, concise and accurate when conveyed to a broad audience. All students who obtain a B.A. degree from the program must have obtained all general education requirements, including the communications requirement.**
 - **All professors in the Legal Studies Program are required to assign their students a writing project and provide input regarding the students writing ability.**
 - **All Legal Studies student must complete take and pass with a grade of “C” or better both Legal Research and Writing I and Legal Research and Writing II. These two courses require students to draft legal document ranging from a basic demand letters to a trial brief.**
- c. **What means are used to ensure that students demonstrate competence in oral communication? (G-302E4)**
- **Webster University’s general education requirements include a communications course, which mandates that students demonstrate writing and speaking that are clear, concise and accurate when conveyed to a broad audience. All students who obtain a B.A. degree from the program must have obtained all general education requirements, including the communications requirement.**
 - **All professors in the Legal Studies Program are required to assign students a research and presentation assignment and provide students feedback regarding their oral skills.**
- d. **If credit is given by examination or through other means for general education courses, what methods are used to determine whether credit should be granted? Indicate how evaluation for equivalence is conducted and whether there are limits on the amount of credit that is earned through such means. (G-302E6)**

Advanced Placement Credit

Enrolled freshmen who have taken advanced placement, accelerated, or honors courses may qualify for college-level credit from the University. Students who wish such work to be considered for first year (freshman) lower-division transfer credit should submit official documentation for evaluation, including test scores and/or college transcripts.

Final credit and any course equivalencies are determined according to departmental guidelines for credit by exam.

Webster University grants credit in the appropriate academic department for scores of 3 or above on the advanced placement tests (AP exams) from the College Board. Exams are available in the following subject areas: art, biology, calculus, chemistry, computer science, economics, English literature and composition, French, German, government and politics, history, Latin, music, physics, and Spanish.

- e. If general education credit is accepted in transfer, what policies govern the acceptance of transfer of general education credits completed at other institutions? How are the courses evaluated to ensure that they meet the definition of general education and the breadth contained in these Guidelines? (G-303E)

Webster University evaluates coursework completed at accredited colleges/universities or postsecondary institutions for acceptance as transfer credit. In addition, students may have other previous learning experiences (such as corporate or military training) evaluated for credit. Official transcripts and other documentation of all previous study must be submitted to the Office of Undergraduate Admissions at the time of application.

The University accepts a maximum of 98 credit hours of transfer work toward a bachelor's degree unless that work includes significant lower-division work, in which case the following may apply.

The University accepts a maximum of 64 credit hours from any combination of the following:

- 1. Community colleges, unless the credits are part of a successfully completed associate's degree program from a regionally accredited institution.**
- 2. Credit hours completed in programs designated by Webster University as lower division.**
- 3. Credit hours included in the 32-credit-hour maximum awarded for first year (freshman) work earned through any combination of International Baccalaureate, Advanced Placement, CLEP General Exams, and other designated 13th year programs normally completed prior to enrollment at the University.**
- 4. Standardized tests designated as lower division.**

Duplicate coursework does not transfer. Transfer credit hours do not count toward the University's residency requirement. Webster University's residency requirement is the completion of 30 credit hours of the last 36 credit hours prior to graduation.

Evaluation of Transfer Credit

The Office of the Registrar conducts the transfer-of-credit-hour evaluation. Transfer credit normally includes:

1. College-level work completed at accredited institutions. The University accepts as transfer credit college-level work satisfactorily completed with a grade of C or better. Courses completed with a grade of D have severe transfer restrictions and generally are not applicable toward graduation requirements at Webster.
2. Standardized tests conducted external to Webster. These include ACT-PEP; Excelsior College Examinations; CLEP; DANTES; GED College Level; and USAFI. Because this credit is normally designated lower division, no more than 64 credit hours are transferable. Academic departments approve area exams, establish possible course equivalencies, determine acceptable test scores, and determine the amount and level of credit.
3. Extra-institutional credit. The University awards transfer credit for selected military and corporate training programs that have been reviewed by the American Council on Education (ACE). For information, see this section below.
4. Associate's degrees. The University always attempts to provide full transfer of successfully completed associate's degrees from regionally accredited institutions. When part of a completed associate's degree, transfer credit may include pass/fail courses, advanced placement, credit by examination, dual credit, and experiential learning credits. The integrity of the associate's degree will not be invalidated by these components, and transfer credit will be provided according to existing academic policies.

General Education Transfer

Webster University maintains policies and guidelines that promote and facilitate student transfer to the University, including transfer coursework applicable to general education requirements. Students who have completed an approved associate of arts degree will have satisfied Webster University's general education requirement. Students who have completed an approved general education program in Missouri (the "CBHE Model general education program"), or the equivalent in other states where Webster University holds articulation agreements (IGETC in California), will have satisfied Webster University's general education requirement. Completion of the general education program must be verified or documented on the sending institution's official transcript. Students transferring to Webster University without completion of an associate of arts degree will have their previous college-level coursework evaluated on a course-by-course basis for equivalency with Webster University's general education requirement.

Transfer of Associate of Arts Degree

The associate of arts degree is designed as a transfer degree into a four-year baccalaureate program. The University provides full transfer of all coursework successfully completed as part of an associate of arts degree awarded by a regionally accredited institution. While students with associate's degrees typically transfer 64 credit hours—approximately the first two years of the baccalaureate educational experience—no limit exists on the maximum number of credit hours which may be transferred as part of the completed associate of arts degree. Transfer of additional lower-division credit beyond the associate's degree is restricted. Transfer students must meet the University's minimum residency programmatic and graduation requirements. For students with multiple associate's degrees, the University will use the first degree received as the basis for transfer credit evaluation.

Transfer of Other Associate's Degrees

The University provides full transfer credit for specialized associate's degrees (associate of science, associate of fine arts, etc.) successfully completed at regionally accredited institutions. If completion of a required general education program is documented on the official transcript, the transfer student will have satisfied the University's general education requirement.

Additionally, the University maintains many program-by-program articulation agreements to assist transfer students. Transfer without a degree is evaluated on a course-by-course basis subject to the University's policies regarding lower-division programs.

Community College Associate of Applied Science (A.A.S.) in Nursing Programs

Through articulation agreements, Webster University accepts credit hours for all required courses for a completed A.A.S. program in nursing. This may include credit hours advanced by the community college for licensed practical nurse (L.P.N.) advanced placement.

Extra-Institutional Credit

Webster University maintains articulation agreements and policies for awarding undergraduate credit hours for selected categories of extra-institutional learning. These agreements, including special conditions or restrictions that apply, are outlined in the Webster University Direct Transfer Guideline book and include the following:

- **U.S. military training or credits based on the recommendations of the American Council on Education (ACE). Students are encouraged to use the Army/ACE Registry Transcript System (AARTS) for documentation. Official documentation of training is required.**

- **In-service training programs as recommended by the American Council on Education (ACE). Official documentation of successful completion must be submitted when requesting credit hours. Credit hours for in-service programs can be applied only once in the pursuit of degrees offered by Webster University and cannot duplicate credit hours previously earned.**
- **Registered nurses who do not wish to enter the B.S.N. program, and who have completed an accredited nursing program, may receive up to 30 transfer credit hours for each year of their diploma program. These students must petition for acceptance as a major in a major other than nursing or design an individualized area of concentration (IAOC).**
- **A successfully completed Casa Dia Montessori (National Center for Montessori Education member school) certificate program may be accepted for 30 transfer credit hours toward degree requirements only. Students interested in state teacher certification will have to be assessed through Webster University's experiential and individualized learning program to have the Montessori learning counted for certification. Students are required to schedule an appointment with the coordinator of teacher certification at Webster to review state teacher certification requirements.**

- E. How does the program ensure that students have technology skills that are appropriate for employment as a paralegal? *(Do not include electronic legal research in this section as this information is requested below under Section III K.)* Indicate whether students are required to complete particular coursework that teaches technology skills, to take legal specialty courses into which technology is integrated, to achieve passing scores on standardized tests of this area, and/or to demonstrate competence in other ways. **(G-302G)**

Legal Studies Students that are pursuing a paralegal certificate are required to take LEGL 4800, Computers and the Law. This course provides the student with an overview of computer technology applicable to law office management, document production, scheduling (including docket control), research, litigation support and how to communicate with other systems. This course also includes hands-on computer assignments. It is designed to train paralegals with the theoretical and practical skills to enable them to work in legal environments that utilize computers. This is a Paralegal Certificate course.

- F. If the program admits and graduates students who have not met the general education or total unit requirement of **G-302H**, complete the chart provided as Exhibit 18, showing information about students receiving exemptions from the general education and/or total unit requirements for each of the last three academic years or, if this is a reapproval application, for each year since the date of the last Interim Report.

N/A

- G. Complete the chart provided as Exhibit 19, showing the legal specialty courses offered for each of the past three years, or if this is a reapproval application, for each year since the date of the last Interim Report. **(G-303)**

Please see Exhibit 19.

- H. Provide a complete set of materials for each legal specialty course showing all of the following information, which must be current and up-to-date as of the date of the report. Include as Exhibit 20.
1. Title and course description.
 2. Semester hours or their equivalent in clock hours, contact hours, quarter hours, or continuing education units.
 3. Required textbook(s) and other material.
 4. Course objectives including paralegal skills to be developed.
 5. Instructional methods, including processes for faculty-student and student-student interaction and feedback to students on tests, assignments and other matters.
 6. Methods of evaluation of student performance, including the formula for calculating student's grades from tests, assignments, and other factors.
 7. A list of specific practical assignments in each course that develop paralegal competencies.
 8. A detailed outline of subject area with a breakdown of time devoted to each major topic in increments of no more than three hours. Textbook chapter titles are not sufficient.

(G-303I)

- I. Does the paralegal program include an internship as a legal specialty course? If yes, provide the following information:
1. the systematic plan for developing, assigning, monitoring, and evaluating internships;
 2. the number of hours on the job needed to earn credit;
 3. how the program ensures that students and sponsors understand expectations;
 4. how the student, sponsors, and program faculty communicate during the course of the internship;
 5. how the program ensures that the work emphasizes paralegal skills and competencies.

In cooperation with the legal community, the Program provides paralegal internship opportunities within the legal community for our students. The internship augments the legal studies curriculum by placing the student in a legal work environment under the supervision of an attorney internship supervisor. It provides students with the opportunity to gain practical experience as a paralegal in a private or public law firm, government agency or corporation.

To be eligible for the internship, a student should have completed all required course for the paralegal certificate. The internship is monitored by a full time legal studies professor.

Grading is based on the evaluation score as provided by the site supervisor and on the legal Internship monitor's evaluation of the student's journal and work log, and other materials produced by the student in the course of the internship.

Under graduate student may enroll for three to six credit hours, with a minimum of 120 field hours for each three credits. Graduate students may enroll for three to six credit hours, with a minimum of 140 field hours for each three credits.

Before beginning an internship program, each student must receive approval of the Legal Internship Instructor and complete a student/host information sheet, an Internship Agreement form, and a student course prerequisite form. In addition, students must submit a formal resume to the Legal Internship Instructor.

After a student is approved for site placement by the host organization and the Legal Internship Instructor, the student must meet with the Legal Internship Instructor to set site-specific internship requirements including, but not limited to: hours per week; course goals; observation requirements; expectations as to journal and work log; and other student responsibilities as dictated by the internship. The internship requirements for each student will be set forth in an Internship Agreement which will be signed by the Students, the Site Supervisor and the Legal Internship Instructor.

Each student should complete his/her internship requirements within the semester, and must turn in all required materials and documentation before receiving a grade.

During the semester, the student must meet at least two times with the Legal Internship Instructor to assess the student's progress. In addition, there is an unannounced site visit by the Legal Internship Instructor.

All internships will be graded in accordance with the degree program. The grade will be based on the student's performance and work, taking into account the host site evaluation.

The host site is required to enter an Internship Agreement with Webster University's Legal Studies Program. The purpose of the Internship Learning Agreement is to clarify the expectations of the site supervisor and the student in regard to the internship. The Agreement should include duties to be performed by the student and competencies to be developed. The Agreement should be a

realistic work plan which allows the student to develop paralegal skills under the supervision of the site supervisor.

(G-302I1d)

- J. Which course or courses provide instruction in ethics and professional responsibility? Reference may be made to course outlines included in Exhibit 20 by course name and number. Approximately how many hours in each program option are devoted to teaching this subject? **(G-302I3)**

The following are the courses that concern ethics and professional responsibility:

LEGL 3000, Legal Ethics (3 hours). This is a required course for undergraduates that are seeking a certificate in paralegal studies and for undergraduate legal studies majors.

This class is entirely devoted to legal ethics. Therefore, at least 35 hours are devoted to the coverage of legal ethics in LEGL 3000.

LEGL 5300, Ethics for the Legal Professional (3 hours). This is a required course for graduate students seeking a certificate in paralegal studies and for graduate legal studies majors.

This class is entirely devoted to legal ethics. Therefore, at least 40 hours are devoted to the coverage of legal ethics.

- K. Which course or courses provide instruction in legal research? In electronic research? Reference may be made to course outlines included in Exhibit 20 by course name and number. Approximately how many hours in each program option are devoted to teaching this subject? **(G-302I4, G-601I and J)**

LEGL 4460, Methods of Legal Research and Writing I. This is a required course for undergraduate students and for those students seeking a certificate in paralegal studies. This course provides legal research using the library and electronic research (Westlaw, Lexis, Lexis Academic Universe, and Internet).

LEGL 4470, Methods of Legal Research and Writing II. This is a required course for undergraduate students seeking a certificate in paralegal studies. This course provides legal research using the library and electronic research (Westlaw, Lexis, Lexis Academic Universe, and Internet).

LEGL 4480, Computerized Legal Research. This is a required course for undergraduate students seeking a certificate in paralegal studies. This course provides instruction in electronic research This course provides legal research using the library and electronic research (Westlaw, Lexis, Lexis Academic Universe, and Internet).

LEGL 4800, Advanced Topics in Law: Computers and the Law. This is an undergraduate paralegal certificate course.

LEGL 5260, Methods of Legal Research and Writing I. This is a required graduate course as well as a graduate paralegal certificate course. Course provides legal research using the library and electronic research (Westlaw, Lexis, Lexis Academic Universe, and Internet).

LEGL 5270, Methods of Legal Research and Writing II. This is a graduate paralegal certificate course. This course provides legal research using the library and electronic research (Westlaw, Lexis, Lexis Academic Universe, and Internet).

LEGL 5800, Computerized Legal Research. This is a graduate paralegal certificate course. This course provides instruction in electronic research This course provides legal research using the library and electronic research (Westlaw, Lexis, Lexis Academic Universe, and Internet).

- L. What policies govern the acceptance of transfer of legal specialty credits completed at other institutions? Include criteria for accepting courses in transfer, procedures for approving award of credit, limits on the number of legal specialty courses that may be accepted in transfer, and where these policies and procedures are published. **(G-302I6)**

The Program's policy follows well-thought out articulation agreements that are in place and are consistently reviewed with local junior colleges and paralegal schools. The articulation agreements distinguish among those schools' programs in that the quality and integrity of each school's courses are scrutinized to determine whether and to what extent their legal specialty courses are accepted at Webster University. Part of that scrutiny entails examination of course description, syllabi, text books, instructors and testing procedures. Various articulation agreements that we have with other schools require transfer students to take at least 15 credit hours in legal specialty courses at Webster University.

Because each of the schools' legal specialty courses are articulated individually and only after intense scrutiny, there are few generalizations that can be made about how legal specialty credits can be transferred to Webster University. One generalization that can be made is that other schools' courses are "transferred" based upon whether those courses have laid an adequate foundation in comparison to Webster University's own comparable courses and accordingly, whether they meet ABA standards for legal specialty courses. Webster University's program follows the policy that its program should function to further the education of paralegal students who have begun their paralegal education at other schools. Therefore, legal specialty courses at other institutions are scrutinized to determine whether they have sufficiently laid the same or equivalent foundation for further and more difficult paralegal work to be done by students once they embark on obtaining a Webster University paralegal credential.

- M. What policies govern the award of legal specialty credit by course challenge or examination, if such credit is awarded? Include procedures to protect the academic quality and integrity of the program, limits on the number of legal specialty credits that may be earned through such means, procedures for evaluating and approving the award of such credit, and where these policies and procedures are published. Submit as Exhibit 21 a list showing the names of courses for which credit has been given under such policies and list each instance in which such credit has been granted in each of the last three years or if this is a reapproval application since the date of the last Interim Report. This list should indicate the term in which credit was granted, the name of the student that was awarded such credit, the name and number of the course for which such credit was awarded, and the basis on which the credit was awarded. **(G-302I6): N/A**
- N. If any legal specialty courses are offered through alternative delivery formats, such as compressed, accelerated, or online instruction: **N/A**
1. Indicate which course or courses are offered by alternative means and describe the delivery method(s) or alternative means utilized. (*Refer to G-302J for interpretations relating to alternative formats.*)
 2. Explain how the program ensures that students take at least ten semester credits or the equivalent of legal specialty courses through traditional classroom instruction or the equivalent as defined in **G-302J1**.
 3. List each course that is taught through an alternative method and provide as Exhibit 22 a detailed course outline for each course showing how the hours devoted to classroom time and the structured instructional activity outside of class or in online instruction are equivalent to the number of classroom hours that are normally required to award credit for such a course.
 4. Explain how courses were selected for delivery in the alternative format and how the courses were developed.
 5. Provide information on how students are screened to assess their ability to succeed in the alternative format or otherwise trained or prepared to succeed in taking course work in this format.
 6. Provide information on the training and support for the development and instruction of courses delivered in the alternative format.
 7. Provide information on the assessment that is conducted to determine the effectiveness of the alternative format and attach as Exhibit 23 a summary of the results of such assessment of the last three years or if this is a reapproval application since the date of the last Interim Report.
 8. For online courses, provide the following additional information: **N/A**

- a. What means are used to ensure that there is interaction between faculty members and students, and among students?
- b. By what means are faculty members accessible to students?
- c. How do faculty members respond to students who have questions? How is feedback given to students on assignments and tests?
- d. What technical support is provided to ensure proper functioning of the system and back-up in the event of technical difficulties?
- e. What system is used to verify the identity of students submitting work or taking a test at a distance?

(G-302J)

SECTION IV

FACULTY

G-401 through G-403

- A. Identify the name and the title of the person who serves as program director. Indicate whether this position is a full-time position. If the position is not full-time and the person designated as program director does not serve the institution on a full-time basis, identify the person responsible for the program who is full-time with the institution. If the person identified as the program director has been in his/her position for fewer than three years, provide the name or names of the person or persons who have served in this capacity for the past three years with dates of services and status as full-time or part-time. **(G-402)**

Robin Jefferson Higgins is the current Director of Legal Studies. Mrs. Higgins is also an adjunct professor in the program. Mrs. Higgins was appointed Director in August 2005. Prior to Mrs. Higgins appointment, Professor William HuddlestonBerry was the Director of Legal Studies. Professor HuddlestonBerry was a full-time professor in the Department of Behavioral and Social Sciences which contains the Legal Studies Program. Professor HuddlestonBerry was appointed Director on June 1, 2005. However, Professor HuddlestonBerry died in July 2006. Prior to Professor HuddlestonBerry, Professor Christine Hart served as the Director of Legal Studies for a period of eight years. June 1, 1997 through May, 31 2005. While serving as Director of Legal Studies, Professor Hart was a full-time faculty member.

- B. Provide as Exhibit 24 a resume for the person designated as the program director and for each other person having substantial responsibilities for program direction or administration. Each resume must include the beginning date of service with the institution and the program, relevant professional qualifications, and experience working with paralegals and/or as a paralegal. If there is a new person with substantial responsibility for program direction within the last three years, or if this is a reapproval application, since the date of the last Interim Report, indicate the reason for the change. **(G-401A-D)**

When the program submitted its application for reapproval and exhibits on April 15, 2006, William HuddlestonBerry was the director of the program. Unfortunately, on July 25, 2006, William HuddlestonBerry passed away. Therefore, as of August, 2006, Robin Jefferson Higgins has served as the Director of the program.

Please See Exhibit 24.

- C. For the program director and each person having some responsibility for program direction and administration, indicate how much time is devoted to the program and to other duties, using the three categories below. Be sure to show the approximate time allocation during the year for each area, e.g., percentages of full-time or actual hour amounts for each person.

1. Program-related administrative and related duties.

Robin Jefferson Higgins, the Director, is vested with the authority to direct the Program and see to it that tasks required to run the Program are performed. As a result, Mrs. Higgins attends a variety of meetings representing the Legal Studies Department. In addition, Mrs. Higgins is responsible for supervising adjunct faculty and staff for the program; formulating the program budget, interviewing potential faculty; and evaluating the needs of the program. As a result, it is estimated that Mrs. Higgins devotes approximately 20 hours a week to program-related administrative and related duties year round.

Linda Wynns is the coordinator of the program and a full-time employee. Mrs. Wynns devotes approximately 35 hours a week to the program.

2. Duties that are not related to the paralegal program.

Robin Jefferson Higgins, the Director of the program, is required to attend all departmental meetings, and graduate advisory meetings and various other assemblies. As a result, Mrs. Higgins devotes approximately 2 hours a week performing non-program related duties.

Linda Wynns, as coordinator of the program, is required to attend an array of institutional meetings as well. As a result, Mrs. Wynns devotes approximately 4 hours a week performing non-program related duties.

3. Teaching. (If the person teaches for the institution, specify the usual full-time teaching load at the institution and the amount of release or reassigned time, if any, that is given for direction of the program.)

Robin Jefferson Higgins is an adjunct professor as well as the Director of the program. Mrs. Higgins teaches an average of two courses per term.

(G-402)

- D. What measures are taken to support and encourage the professional growth of all faculty members in the paralegal program with particular reference to their growth as teachers? (i.e., in-service training, attendance at continuing education programs and conferences.) Complete Exhibit 25, listing each faculty member's participation in such professional growth activities during the past three years, or if this is a reapproval application, since the date of the last Interim Report. **(G-401F and G)**

The Legal Studies faculty, as well as all staff members of the program, are encouraged in their professional growth by Webster University's willingness to fund the attendance at various regional and national conferences hosted by paralegal educational associations. In addition, for all full-time professors in the Program, Webster University pays for continuing education credits and the membership payments to legal, and paralegal associations, such as the Missouri and Illinois Bar.

The adjunct faculty are encouraged in their professional growth by the Program providing workshops and seminars at various faculty meetings. These meetings provide information regarding the changing paralegal profession, new areas of law, etc. In addition, the University host a variety workshops to enhance their teaching skills through technology.

- E. How frequently are meetings of the paralegal faculty held and what faculty members are invited to participate in these meeting? As Exhibit 26, provide minutes of meetings held during the past three years, or if this is a reapproval application, since the date of the last Interim Report. Be sure that minutes include the date of the meeting, a list of those in attendance, and a record of the discussion. **(G-401H)**

Meetings are held at least twice a year. Every faculty and adjunct faculty member of the Legal Studies Program is invited to attend. In addition, all staff members of the Program along with the Dean and Associate Dean of the Department of Arts and Sciences are invited to attend as well. Please See Exhibit 26.

- F. Complete Exhibit 27, showing all faculty members who are now teaching and who have taught legal specialty courses for each of the last three years or, if this is a reapproval application, for each year since the date of the last Interim Report, including the following information: name of faculty member; status within the institution, i.e. full-time, part-time, or adjunct; legal specialty courses taught and dates (by semester, quarter, etc.); and if no longer teaching, the reason. **(G-401, G-403A)**

Please See Exhibit 27.

- G. As Exhibit 28, provide a resume (not an employment application) for each faculty member listed in Exhibit 27. Each resume must include a description of the faculty member's professional qualifications, including experience working with paralegals or as a paralegal. **(G-401A, C-E)**

Please Exhibit 28.

H. What clerical, technical, and other support services are provided to faculty members?
(G-403B)

Linda Wynns is the coordinator of the program and she provides all clerical support that the faculty members may need. In addition, the Department of Behavioral and Social Sciences has two work study employees that devote a total of 22 hours combined to the Department and Program for clerical assistance. All technical services are provided to the Program from the University. Technicians are always available to help instructors with all classroom equipment. In addition, The Academic Resource Center contains a Writing Center that can assist students with any writing problems. In addition, personnel from the Writing Center will come to scheduled courses to give instruction regarding reading problems and techniques. Lastly, the Academic Resource Center provides support for students that have a registered disability and provides assistance to instructors to deal with those concerns.

SECTION V

ADMISSIONS AND STUDENT SERVICES

G-501 through G-503

A. What are the admission requirements and procedures used to select students? Indicate what printed or electronic publications of the program and institution contain admission requirements and procedures. (G-501)

Admission is done on the University level. The admission requirements and procedures used to select students are located in the University Undergraduate Catalog and the Graduate Catalog. The information can also be found online at <http://www.webster.edu/ugcatalog/admit.html> and http://www.webster.edu/gradcatalog/acad_policies.html#AdmissionRequirement

Admission Criteria For Undergraduates

Freshman applicants are expected to complete a college preparatory secondary school program with at least 19 units of academic credit. The University strongly recommends the following distribution:

- **English—4 units**
- **History/social studies—3 units**
- **Mathematics (college preparatory)—3 units**
- **Foreign language—2 units**
- **Science (two laboratory)—3 units**
- **Fine arts—1 unit**
- **Academic electives—3 units**

Home School

Home schooled applicants should follow the freshman application procedures. A general equivalency examination (GED) result is required in lieu of a transcript from an accredited high school. Transcripts from accredited home school programs are accepted as well.

Graduate Admission Requirements

1. Applicants considered for admission to Webster University's graduate programs must have earned a recognized baccalaureate degree from an educational institution accredited by one of the six regional accrediting agencies in the United States. Students who completed their university education abroad must have earned an equivalent recognized baccalaureate degree, as determined by Webster University, and must submit original transcripts and the English translation. When necessary, Webster University may require a letter from the Ministry of Education pertaining to educational institutions abroad. Each applicant must submit an official final transcript from the degree-granting institution in order to complete the application file.

Webster's Graduate Programs Admissions Requirements

M.A., M.S., and M.B.A.

A student who has applied and whose official undergraduate transcript has not been received by the main campus in St. Louis, Missouri, may be provisionally accepted to the graduate program. An official transcript from the regionally accredited institution awarding the baccalaureate degree must be received by the end of the first term of enrollment. Transcripts issued to students or predated degree completions are not considered official transcripts for admission purposes. Official transcripts should be delivered to the campus the student is attending first. The transcript will then be forwarded to the main campus.

- B. If the program does not require a college degree for admission, explain how the program meets the standards stated in **G-501(a)**.

As mentioned above, Webster University requires the following:

Freshman applicants are expected to complete a college preparatory secondary school program with at least 19 units of academic credit. The University strongly recommends the following distribution:

- English—4 units
- History/social studies—3 units
- Mathematics (college preparatory)—3 units

- Foreign language—2 units
- Science (two laboratory)—3 units
- Fine arts—1 unit
- Academic electives—3 units

Home School

Home schooled applicants should follow the freshman application procedures. A general equivalency examination (GED) result is required in lieu of a transcript from an accredited high school. Transcripts from accredited home school programs are accepted as well.

- C. If any admission or advanced placement testing is done prior to admission, identify and describe the test and how the results are used to determine eligibility for admission to or advanced placement in the program. **(G-501(d))**

Webster University grants credit in the appropriate academic department for scores of 3 or above on the advanced placement tests (AP exams) from the College Board. Exams are available in the following subject areas: art, biology, calculus, chemistry, computer science, economics, English literature and composition, French, German, government and politics, history, Latin, music, physics, and Spanish.

- D. What methods are used to recruit students? Provide as Exhibit 29 copies of all advertisements, promotional materials, brochures, and flyers relating to the program including the institution's catalog and copies of the material that appears on all websites that feature the paralegal program. Indicate on the catalog cover the numbers of the pages of the catalog that refer to the paralegal program. Indicate on the first page of the website materials the URL address. **(G-501A and B)**

Please See Exhibit 29.

Webster University has a number of counselors to community colleges and high schools as well as attending college and corporate fairs to contact prospective students. In addition, Webster University stays in close contact with various area law firms to promote our program to their current employees. Webster University also sponsors events for community college students to meet faculty members of various academic areas. The Legal Studies Program always participates with this program. Prospective students are also obtained through direct telephone and mail contacts to our office. The Program also utilizes the University Website to advertise its various programs. Once a student has contacted the University, their name is placed in the computer system and mailings are usually sent out to the perspective students. Finally, Webster University, through the Legal Studies Program, host an annual Mock Trial Competition for area High Schools. This event is sponsored by

the Bar Association of Metropolitan St. Louis (BAMSL). During this event, various brochures regarding the Program are provided to High School Students who compete in the event. This event is attended by all full-time faculty of the Program along with the Director and Associate Director.

Information regarding the Program can be found at:

<http://www.webster.edu/ugcatalog/bass.html#LEGL>

<http://www.webster.edu/gradcatalog/legalstudies.html>

<http://www.webster.edu/depts/artsci/bass/>

[http://www.petersons.com/GradChannel/code/ProgramVC.asp?inunId=48770&ponsor=1](http://www.petersons.com/GradChannel/code/ProgramVC.asp?inunId=48770&sponsor=1)

- E. Indicate where statements are published in the institution's and program's literature that explain that paralegals may not provide legal services directly to the public except as permitted by law. Indicate which of the documents provided in Exhibit 29 contain this statement and the page number on which the statement appears in each such document. (G-501A3)

It was noted in the correspondence dated August 22, 2006, from the ABA Standing Committee on Paralegals Approval Commission, that Webster University's Legal Studies program must revise the UPL statement so that it is clear that paralegals, not just the program's graduates, are prohibited from practicing law. Because the UPL statement is formed and maintained by the University, the change could not be made before this report's deadline. However, the request has been made and change will take place

- F. What procedures are used to relay information to prospective students about the paralegal program and the profession? Which members of the program faculty and staff are involved in the process? (G-501A)

Academic Counselors visit various local community colleges to discuss Webster University's programs with prospective transfer students. Counselors will take various catalogs and brochures that describe the Legal Studies Program that is available at Webster University. In addition to academic counselors that visit various community colleges, the Director of the Program, the Associate Director of the Program and all full-time and a few adjunct professors attend various venues where perspective students are present to promote the Program.

- G. What are the policies and procedures for permitting non-paralegal students to enroll in legal specialty classes? If non-paralegal students are enrolled in any legal specialty classes, provide information for each term for the last three years showing the name and number of

course(s), the total number of students enrolled, and the number of non-paralegal students enrolled. Also, explain the reason that non-paralegal students are permitted to enroll in each course. (G-503)

All Legal specialty courses require a prerequisite course of LEGL 2400 or POLT 2400 and a junior standing. Non-Legal Studies are allowed to register for Legal specialty courses if they meet the pre-requisite requirements. As a result, very few non-majors register for legal specialty courses.

H. Provide information about the cost incurred by students for

1. Tuition and fees. Include per credit amount (if applicable) and total amount for the program.
2. Books and other materials.
3. Placement (if any).
4. Lab fees for specific courses including the course title and number and amount.
5. Any other costs charged by the institution or program to paralegal students.

(G-501 and G-502)

Graduate Students:

1. **Students enrolled at St. Louis area campuses (except doctoral students and other specialized degree areas) currently pay \$465 per credit hour for the 2005-2006 academic year. 39 credit hours are required for the M.A. Therefore, Graduate students pay on average \$18,135.00 for their degree**
2. **Books average about \$80 per course**
3. **Placement services are provided to students at no cost**
4. **Lab fees are \$15.00 for Legal Research courses**
5. **No other fees are charged for the Program**

Undergraduate Students:

1. **Undergraduate tuition for full-time students carrying 13 to 18 credit hours will be \$8,605 per semester or \$17,210 per academic school year. Students carrying more than 18 credit hours will be assessed an additional charge of \$445 per credit hour. Part-time undergraduate students will be charged at the rate of \$445 per credit hour.**
2. **Books and other materials cost about \$80.00 per course**
3. **Placement services are provided to students at no cost**
4. **Lab fees are \$15.00 for Legal Research courses**
5. **No other fees are charged for the Program**

- I. Describe the orientation to the paralegal profession provided to new students. Include information on materials provided, when the orientation takes place, and what persons are involved in the process. (G-502A)

Each new student to the Legal Studies Program is assigned a full-time faculty member in the Legal Studies Program who explains the Program's curriculum to the student and answers any student questions. In addition, each new student to the program must take introduction to law (undergraduate) or Introduction to Legal Studies (graduate), both of which acquaint the new student to the basic legal concepts as well as the paralegal profession. The full-time faculty members serve as advisors to the new students and continue as their advisors until completion of their studies.

- J. Describe the student services provided in each of the following areas and the name and title of the person(s) responsible for the following:

1. Course selection, advisement, and registration.
2. Career counseling.
3. Support programs such as remediation and tutoring.
4. Student organizations and associations.
5. Other services or activities.

(G-502)

1. The Academic Advising Center coordinates the undergraduate and graduate advising system. Tom Nickolai, Director, is the person responsible for the Academic Advising Center. This office provides students with information about academic programs as well as special study opportunities; it also administers admission to graduate degree programs. All St. Louis-area students may visit this office for academic advising assistance and registration or to pick up catalogs, course schedules, add/drop slips, withdrawal forms, and change of advisor forms. The Academic Advising staff approves all semester overload and may provide undergraduate advising services whenever a faculty advisor is not available. The staff assists graduate students with transfers of credit hours, course waiver requests, and petitions to graduate. Hours of operation are Monday through Thursday, 8:30 a.m. to 7:30 p.m.; Friday, 8:30 a.m. to 4:30 p.m.; and Saturday, 8:00 a.m. to 1:00 p.m.

2. Webster University has a Career Services located on the Webster Groves Campus. The person responsible for Career Services is O. Ray Angle, Director. Career Services teaches Webster University students and alumni the skills needed to navigate the dynamic career development process and supports them as they clarify and attain their career goals. Career Services are open Monday through Friday from 8:30 a.m. until 5:00 p.m. with extended hours on Tuesdays until 7:00 p.m. Career Services is available to all students and alumni of Webster University. Prospective students (individuals who have already applied to the university) may

be eligible to receive services. The Career Services host monthly career events.

Career Services Policies:

Students and recent alumni (up to one year after graduation) pay no fees for counseling sessions and assessments.

Alumni (graduated one year ago or more) pay no fees for the initial counseling session and may be charged on a case-by-case basis for further appointments.

The Career Services resource room is open to all Webster students and alumni.

In order to take an inventory of your interests, skills, values, and personality, a career counselor may ask you to participate in one or more of the following assessments: Career way, Self-Directed Search, Myers-Briggs Type Indicator, Strong Interest Inventory and Campbell Interest and Skill Survey.

3. Webster University has an Academic Resource Center. The person responsible for the Academic Resource Center is Barbara Stuart, Director. The Academic Resource Center helps students succeed at Webster in a number of ways:

- **The Writing Center: Qualified writing coaches will work with you at any stage of the writing process, from ideas to final drafts.**
- **The Peer Tutoring Program: Staff and student tutors can clarify concepts and reinforce skills learned in class.**
- **Test preparation materials: Especially C-base and TOEFL.**
- **Test information and registration booklets: ACT, SAT, GRE, GMAT, LSAT, PCAT, VCAT, TOEFL, DANTES, CLEP and ACT-PEP.**
- **The Testing Center: Faculty may send and students may take make-up tests to be proctored at the ARC.**
- **Special services: Students with documented physical and learning disabilities may register with the ARC director for special services**
- **Study skills and writing handouts**
- **Academic counseling for individual academic problems & classes for students who need to develop better organizational and learning strategies.**

4. Student Organizations and Associations: Webster University has a variety of student organizations and activities. John Ginsburg.

K. What is the completion rate for students entering the paralegal program? Describe the procedure used to determine this rate and show the actual numbers used to determine the rate.
(G-501(c))

The University compiles completion rates by School/College, not by Program or major. In the School of Arts and Sciences, it presently has a retention completion rate of 60%. The University uses the number of students that have actually enrolled in the School/College. For example, there were 43 new students in the College of Arts and Sciences, these students are followed until graduation to determine the number and percentage of students that actually graduate from the University.

L. Describe how graduates are assisted in securing suitable employment by answering the following questions:

1. How and when does the program assist students in developing resume writing, interviewing, and job search skills?

Students in the program are instructed in resume writing, interviewing, and job search skills in the LEGL 4100, Advanced Paralegal Procedures. In addition, the University Career Services also host a variety of resume workshops for students. Finally, students who are interested, are paired up with practicing paralegals to help them with resume writing, interviewing, and job search skills.

2. How does the program provide information and resources about current paralegal employment opportunities? Describe the means by which students and graduates are provided access to this information and delineate all resources that are available to students or graduates conducting job searches or seeking assistance with placement.

The program constantly posts paralegal employment opportunities within the department and with career services. In addition, the director of the program sends e-mails to students regarding job opportunities. Finally, any time the director of the program receives information regarding job opportunities, copies of the job opportunities are placed in instructor's mailboxes in order for them to pass the information on to their students.

3. What is the name and title of the person who has the chief responsibility for the employment/placement services? If the person or persons responsible are not part of the paralegal program staff, describe how the placement and program staff interact, communicate, and coordinate their efforts to provide adequate placement assistance.

O. Ray Angle is the Director of Career Services. Mr. Angle is not a part of the paralegal program staff. However, the career services and the paralegal department work together to relay information regarding job opportunities and organizations that are recruiting paralegals.

(G-502(a) and G-502C)

M. Complete the form provided as Exhibit 30, showing employment and related information for all graduates for each of the past three years.

It was noted that Exhibit 30 and Exhibit 2 do not agree. It is impossible to reconcile the numbers because in exhibit 30, we only have information on those students who have provided the University and program with information.

(G-301E3, 502(a), C and D)

N. What methods are used to give students the opportunity to express their views and make suggestions regarding the paralegal program? **(G-502E)**

Students are given an opportunity to express their views and suggestion regarding the paralegal program through course evaluations. In addition, because all of the program's undergraduate students are assigned an advisor, the students are free to express their views and concerns to their advisors. In addition, the Director of the Program and the Coordinator of the Program have an open door policy. Therefore, students are always encouraged to contact the director or the coordinator regarding their concerns and suggestions.

O. If the program provides continuing education for its graduates and/or paralegals, list the continuing education offerings for the past three years. Include any promotional flyers or materials as Exhibit 31. **(G-502F)**

The program offers a graduate degree in paralegal education. Those students that obtain a Bachelor's degree may enroll in the Masters program to continue their paralegal education.

SECTION VI

LIBRARY

G-601

A. What kind(s) of law library facilities is/are available to students in the paralegal program?
Identify as a:

1. Law school library.
2. City, county, or bar library.
3. Section of the institution's library.
4. A library collection and area set up specifically to serve the paralegal program.
5. A combination of two or more of the above.

1. Law school library: Students in the Legal Studies program use one or both of the law libraries owned by the two area law schools. Those two schools are Washington University School of Law and Saint Louis University School of law.

2. Both the Missouri Circuit Court for the Twenty-First Judicial Circuit (St. Louis County) and for the Twenty-Second Judicial Circuit (St. Louis City) have their own

libraries which Legal Studies Students may access. Thos libraries are located on the upper floors of each Circuit's courthouse. Both libraries contain extensive collections. Students in the Legal Studies Program also have access to the Missouri Court of Appeals for the Eastern District of Missouri's law library. This Missouri Court of Appeals is housed in the same building where the Downtown campus is located. This library, like the library's located in the Circuit courthouses, contains extensive collections of legal sources.

3. A section of the Emerson (Webster University) Library is dedicated to legal materials and is used almost exclusively by the Legal Studies students, although any student or faculty member may use it.

(G-601A and E)

B. If the program relies on an external library, as described in 1, 2 or 5 above, provide the following information:

1. Distance of the library or libraries from the institution's facilities, including all locations where paralegal classes are held.

Washington University School of Law library is located 5.3 miles (approximately 13 minutes) from the Webster Groves campus and 7.3 miles (approximately 12 minutes) from the Downtown campus. Saint Louis University School of Law library is located 8.4 miles (approximately 15 minutes) from the Webster Groves campus and 3.24 miles (approximately 7 minutes) from the Downtown campus. The law library for the Twenty-First Judicial Circuit is located 16 miles (approximately 16 minutes) from miles from the Downtown campus and 4.77 miles (approximately 12 minutes) from the Webster Groves location. The Twenty-Second Judicial Circuit is located .34 miles (approximately 1 minute) from the Downtown campus and 10.85 miles from the Webster Groves campus (approximately 17 minutes).

2. Method of travel between the library and the locations where paralegal classes are held and provide an estimate of the approximate travel time.

The primary method of travel is by car. Washington University School of Law library is located 5.3 miles (approximately 13 minutes) from the Webster Groves campus and 7.3 miles (approximately 12 minutes) from the Downtown campus. Saint Louis University School of Law library is located 8.4 miles (approximately 15 minutes) from the Webster Groves campus and 3.24 miles (approximately 7 minutes) from the Downtown campus. The law library for the Twenty-First Judicial Circuit is located 16 miles (approximately 16 minutes) from miles from the Downtown campus and 4.77 miles (approximately 12 minutes) from the Webster Groves location. The Twenty-Second Judicial Circuit is located .34 miles (approximately 1 minute) from the Downtown campus and 10.85 miles from the Webster Groves campus (approximately 17 minutes).

3. Understanding or written agreement between the library and the program regarding student use, including accessibility and permission to provide onsite instruction. If there is a written agreement, include as Exhibit 32.

There is no formal agreement between the five libraries mentioned above and the Legal Studies Program. However, all of the aforementioned libraries freely allow the Program's students to use their facilities, although, as in most libraries, Program students are not able to "check out" case books, statutes etc.

(G-601F)

- C. Provide the following information about library use and accessibility for each library listed in A above:

1. What are the hours of library operation?

The Saint Louis University School of Law library is open Monday through Thursday from 7:30 a.m. to midnight, Fridays from 7:30 a.m. to 8:00 p.m., Saturdays from 9 a.m. to 6:00 p.m. and Sundays from 10 a.m. to midnight.

The Washington University School of Law library is open to the public Monday to Friday from 8:00 a.m. until 6:00 p.m.

The 21st Judicial Circuit library is open to the public Monday through Friday from 8:00 a.m. until 5:00 p.m.

The 22nd Judicial Circuit library is open to the public Monday through Friday from 8:00 a.m. until 5:00 p.m.

The Missouri Court of Appeals is open to the public Monday through Friday from 8:00 a.m. until 5:00 p.m.

The Emerson (Webster University) library hours are as follows: Monday through Thursday from 8:00 a.m. to midnight, Fridays from 8:00 a.m. to 6:00 p.m., Saturdays from 10:00 a.m. to 6:00 p.m. and Sundays from noon to midnight.

2. Is instruction in legal research permitted within the library facility? State restrictions, if any.

Saint Louis University School of Law library permits the instruction of legal research within the library facilities. In addition, the reference librarian will give the students a tour of the library and explain the various sources of law. Finally, the Law library allows instructors and students to reserve rooms within the law library that permits the instruction of legal research.

The Washington University School of Law does not permit the instruction of legal research within the library facilities. Students are allowed to enter and do research only.

The 21st Judicial Circuit does not permit the instructions in legal research. Students are allowed to enter and do research only.

The 22nd Judicial Circuit does not permit the instructions in legal research. Students are allowed to enter and do research only.

The Missouri Court Appeal does not permit the instructions in legal research. Students are allowed to enter and do research only.

Emerson Library does permit the instruction of legal research within the library facilities. The various reference librarians will give the students a tour of the law library, explain the various sources of law that the library houses and demonstrate how to use Lexis-Nexis, Lexis-Nexis Academic Resource, and Westlaw on the various computers in the library. In addition, Emerson Library has many conference rooms located within the library that instructors and students may reserve.

(G-601C and D)

- D. Describe the provisions that have been made for maintaining, updating, and adding to library resources. Include a description of the process by which the program director and advisory committee evaluate the adequacy of the library and information resources and by which decisions are made about acquisitions and other changes to the collection and services.

Legal resources are acquired through the “standing order/journals account”, the Reference Account” and the Behavioral and Social Sciences accounts of the library budget. Reference works are evaluated and checked for missing issues regularly.

- E. Submit as Exhibit 33, an inventory of materials in the collection under each of the following categories, noting the most recent update.

Please see Exhibit 33.

1. State code(s).
2. State or regional reporter(s).
3. State or regional digest(s).
4. A resource for checking validity and currency of primary source materials, e.g., Shepard’s Citations.
5. Legal encyclopedia(s).

6. Texts, practice manuals, and form books for all legal specialty courses. (*Be sure to include the materials for every legal specialty course.*)
7. Local and state bar journals, legal newspapers, and periodicals devoted to the paralegal profession.
8. Texts and other resources (not listed in #7 above) about the paralegal profession. (*Include name, author, edition, date of publication, and publisher.*)
9. Law dictionaries.

(G-601G)

F. If your program has decided to provide access to item 4, a resource for checking the validity and currency of primary source materials, e.g., Shepard's Citations, or item 5, a legal encyclopedia, exclusively in electronic format, pursuant to Section G-601H of the Guidelines, provide the following information to demonstrate compliance with Guideline interpretations: **N/A**

1. Indicate what collection requirements noted above (E 4 or E 5) are met exclusively through electronic access.
2. Indicate what electronic resources are used to meet the requirement(s).
3. Provide the basis for the determination that access to these materials is appropriate for the legal community served by your program. If your own program surveys are used, be sure to show the date conducted, the number of surveys sent and received, and a tally and analysis of results. Include any such survey materials as Exhibit 34.
4. State the number of students who can access these materials electronically simultaneously and any other information that demonstrates that students have the same degree of access electronically that they would have if the materials were in hard copy format. Include information about on- and off-campus access and passwords, if applicable.

(G-601H)

G. What access do students have to research materials and resources in electronic formats? List and describe subscription services, Internet access, CD-ROM and the like, including the number of passwords if applicable and the number of terminals at which students may access materials in each format. It is not necessary to repeat information already provided in III.K of this report. **(G-601J)**

Passports is the library's home page on the World Wide Web and is available from any Internet accessible computer. The URL for Passports is <http://library.webster.edu>. Through Passports, students have access to the following:

Emerson Library has a "Law School Edition" subscription to the full Lexis/Nexis with one user available. This is accessible to students only in the library. It is on the library's local area network but limited to one user at a time. Students schedule times of one hour to use this product and the student must be enrolled in a law or

law-related class. In addition, students enrolled in the Computerized Legal Research Course are given a Lexis/Nexis password for the duration of the course.

Emerson Library also has two passwords to access Westlaw in the library only. This is also networked so that students can use any of the library's computers. In addition, Legal Studies students are given Westlaw Passwords which expires upon their graduations. These passwords allow students to access Westlaw from any computer that has internet capability. Westlaw passwords are for students in the Legal Studies programs. No one outside of the Legal Studies programs (meaning a student from another major who is taking a legal studies course as an elective) can have a password. We have been allotted three hundred (300) Westlaw passwords to be divided between faculty and students. Students use their Westlaw passwords until they graduate and then their passwords are canceled by Westlaw

The Emerson library's World Wide Web site is "Passports," which integrates Internet resources and online databases for student and faculty research. Passports is accessible from campus, home, or office, providing 24 hour access to: library catalogs and collections, library information concerning hours, staff directory, databases and Internet resources, including online/full-text databases, and extensive information on library support and help with Passports. Through Passports, students have access to the following:

Lexis Nexis Academic Universe, Expanded Academic Index, Academic Search Premier, CCH, PAIS International, Net Resource by Subject, and Index to Legal Periodicals & Books.

The Emerson Library also has access to the American Jurisprudence (for use in library only on CD-ROM) and West's Missouri Digest (for use in library only on CD-ROM).

- H. What kind of assistance is provided to students when using library resources, including staffing of the library. (G-601H)

Emerson Library has a number of reference librarians available to students during the hours of operation. Reference librarians are available to students 94 hours a week during regular library hours. In addition, the librarians conduct about 15 formal legal Studies classes a year, about another 25 informal classes a year, and offer a substantial amount of one-on-one assistance to legal studies students as well.

SECTION VII

PHYSICAL PLANT

G-701 through G-703

- A. Describe the classrooms used for legal specialty classes. (G-701A)

Legal Studies, as part of the Behavioral and Social Sciences Department, has primary access to classrooms located in Webster Hall. Webster Hall has a total of three computer labs and almost all of the classrooms are considered “Smart Classrooms.” A Smart classroom is one in which the classroom is equipped with a computer, video/dvd player and a projector. Lap top computers can also be used with the computer/projectors in each classroom. All legal Studies classes are taught in Smart Classrooms. In addition, the Legal Studies Program has access to additional classrooms assigned within the College of Arts and Sciences and the Business School which contain Smart Classrooms and computer labs.

- B. Describe the study areas used by paralegal students. (G-701B)

The Emerson Library has over 750 Study Seats, Electronic Classrooms, 24 hour Computer Lab/Café, Media Listening/Viewing Center, Conference Rooms, Outdoor Library Plaza, and Study Areas with Network Drops.

The Downtown Campus provides a large study area for students complete with vending machines, telephones, and a small kitchen.

- C. List equipment, technology resources, computer labs, and other resources that support the instructional program that have not been described elsewhere in this report. (G-702A, B and C)

The University provides all teaching equipment and maintains the equipment through budgets other than the budget for the Department of Behavioral and Social Sciences. Virtually 90% of all classrooms located on the Webster Groves Campus and the Downtown Campus are considered Smart Classrooms. In addition, if a classroom is not considered a Smart Classroom, faculty can request audio-visual equipment through the University’s centralized media Center, located in the Sverdrup Business and Technology Building. This includes movie and slide projectors, overhead projectors, video/digital projectors, etc. For those classes which require computer instructions, the University has several computer labs which are shared by all departments.

- D. Describe the office space that is assigned to the program director, staff, and faculty in the program, including information on areas where students may meet privately with faculty and staff. (G-703A and B)

The Program Director has a private office located in Room 305 of Webster hall, which is always available for meeting with students for advising and counseling. Each of the full-time professors in the Legal Studies Program has a private office located in Webster Hall as well. Christine Hart has an office located in room 318, Anne Gerathy-Rathert’s office is located in Room 317, and Tracy McCarthy’s office is located in room 306. The Associate Director’s office is located in room 316 and this office is also shared with the entire Legal Studies Adjunct Professors. Therefore, whenever faculty

needs to meet with a student, room 316 will always be available. The Legal Studies Coordinator, Linda Wynns, has an office that she shares with Debbie Aholt, Coordinator for The Behavioral and Social Sciences Department. Linda Wynns is located in room 320 of Webster Hall.