PARALEGAL

Program: PARL
Credential: Ontario College Graduate Certificate
Delivery: Full-time
Work Integrated Learning: 1 Field Placement
Length: 3 Semesters
Duration: 1 Year
Effective: Fall 2021, Winter 2022
Location: Barrie

Description

In this program students acquire an understanding of the general principles of law, and gain theoretical knowledge and practical experience in ethics and a small business practice. Taking the program prepares students to apply to become a licensed paralegal in accordance with the requirements of the Law Society Act. A licensed paralegal may be self–employed, offering fee for service legal assistance, without the supervision of a lawyer, or may be a salaried employee in various legal environments.

Career Opportunities

Paralegals can be employed in paralegal or law firms, government offices, legal clinics, or in private and public sector environments. Opportunities may also exist for entrepreneurs to become self-employed paralegals and offer services to the public.

Program Learning Outcomes

The graduate has reliably demonstrated the ability to:

1. utilize the structures, processes, and jurisdictional authority of courts and administrative tribunals to successfully resolve disputes and appeals within the legal system;
2. assess situations to ensure adherence to the established principles of ethics and codes of conduct to develop professional competence;
3. select, evaluate and use effective advocacy techniques, including oral and written legal communications;
4. employ effective human relations, interpersonal, and intervention strategies to assist in resolving conflicts;
5. research, analyze and interpret legislation and examine judicial interpretation of legislation, and produce proper citations of provincial and federal statutes, regulations, and other legal resources;
6. develop a coherent case management strategy and execute it effectively to benefit clients;
7. collect, analyze and synthesize research for the purposes of legal drafting and representation;
8. identify and work within the limits of permitted practice and articulate limitations on representation for agents and paralegals;
9. utilize information technology resources and current industry computer software;
10. employ environmentally sustainable practices within the profession;
11. examine the personal characteristics and circumstances associated with entrepreneurial success, from the perspective of a paralegal providing legal services to a client or a paralegal employee providing legal services within a law firm.

External Recognition

Paralegals in the Province of Ontario are required to be licensed by the Law Society of Ontario.

This program is accredited by the Law Society of Ontario. Graduates of the program may apply to the Law Society of Ontario for licensing as a paralegal. Please refer to the Law Society of Ontario website at www.lso.on.ca (http://www.lsuc.on.ca) for information regarding paralegal licensing for the Province of Ontario.

Program Progression

The following reflects the planned progression for full-time offerings of the program.

Fall Intake

- **Sem 1:** Fall 2021
- **Sem 2:** Winter 2022
- **Sem 3:** Summer 2022

Winter Intake

- **Sem 1:** Winter 2022
- **Sem 2:** Summer 2022
- **Sem 3:** Fall 2022

Admission Requirements

- Post-secondary diploma or degree; three years of post-secondary education is recommended

Selection Process

Applicants must also submit a 500 word letter of intent explaining the reason for their interest in the program.

Note: College diploma level courses cannot be used towards exemptions in this program, as those courses are a requirement for admission to the program. Any requests for course exemptions must be based on previously completed paralegal education from a Law Society of Ontario accredited program. Advanced standing may only be given for a maximum of 40% of the paralegal program's courses.

Additional Information

The unpaid field training placement runs for the equivalent of four weeks following completion of third semester final exams. During field training placement, students will be exposed to areas within the permitted scope of paralegal practice while under the supervision of a licensee of the Law Society of Ontario. Working with a field training coordinator, students will secure field placement hosts.

Graduation Requirements

21 Program Courses
1 Field Placement

Graduation Eligibility

To graduate from this program, a student must attain a minimum of 60% or a letter grade of P (Pass) or S (Satisfactory) in each course in each semester. The passing weighted average for promotion through each semester and to graduate is 60%.

Program Tracking

The following reflects the planned course sequence for full-time offerings of the Fall intake of the program. Where more than one intake is offered contact the program co-ordinator for the program tracking.

Semester 1		**Hours**
Program Courses		
ACCN 1000	Legal Accounting	42
CMPT 1000	Legal Computer Applications	42
COMG 1001	Communication/Writing	42
LEGL 1000	Administrative Law	42
LEGL 1008	Introduction to the Canadian Legal System	42
LEGL 1009	Legal Research and Writing	42
LEGL 1014	Torts and Contracts	42
	Hours	294
Semester 2		
Program Courses		
LEGL 1005	Employment Law	42
LEGL 1006	Evidence and the Litigation Process	42
LEGL 1011	Provincial Offences/Motor Vehicle Offences	42
LEGL 1012	Residential Landlord and Tenant Law	42
LEGL 1013	Small Claims Court	42
LEGL 1015	Tribunal Practice and Procedure	42
ETHS 1001	Ethics and Professional Responsibility	42
	Hours	294
Semester 3		
Program Courses		
LEGL 1001	Alternative Dispute Resolution	42
LEGL 1002	Advocacy	42
LEGL 1003	Creditor and Debtor Law	42
LEGL 1004	Criminal Summary Conviction Procedures	42
LEGL 1007	Immigration and Refugee Law	42
LEGL 1010	Practice Management/Operating a Small Business	42
LEGL 1016	WSIB/Insurance and Accident Benefits	42
Field Placement		
LEGL 1017	Field Placement	120
	Hours	414
	Total Hours	1002

Graduation Window

Students unable to adhere to the program duration of one year (as stated above) may take a maximum of two years to complete their credential. After this time, students must be re-admitted into the program, and follow the curriculum in place at the time of re-admission.

Disclaimer: *The information in this document is correct at the time of publication. Academic content of programs and courses is revised on an ongoing basis to ensure relevance to changing educational objectives and employment market needs.*

Program outlines may be subject to change in response to emerging situations, in order to facilitate student achievement of the learning outcomes required for graduation. Components such as courses, progression, coop work terms, placements, internships and other requirements may be delivered differently than published.