



Santa Ana College

1530 West 17th Street, Santa Ana, California 92706

Business Division

Legal Studies/Paralegal SLO Assessment

Date: 4-13-18

Semester of Assessment: Fall 2017

Course: Para 297

SLO assessed	Students will demonstrate through the online discussions communication and interpersonal skills necessary for the law office environment.
Method of assessment	All assignments review written communication skills. The discussions are moderated to review interpersonal skills.
Results	100% of the course completers met or exceeded the goal.
Action taken	Para 101, 121 and 297 will incorporate professional communication skills review as a part of each assignment.
Follow Up	Review adding modules on proper communication into the Para 105 Work Experience class and Para 100.
Resources Needed	No additional resources.



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Course: Para 297

SLO assessed	<ol style="list-style-type: none">1. Students will understand and meet deadlines.2. Students will demonstrate the ability to manage their time so as to complete assignments and projects in a timely manner.
Method of assessment	Each assignment is assessed and students are grading on the outcome.
Results	83% of the course completers met or exceeded the goal.
Action taken	The rubric will continue to assess student ability to manage their time so as to meet deadlines. The rubric will be used to provide feedback to students. The instructor will send personal feedback to students who have difficulty meeting deadlines. In the first week a video on time management and a plan assignment was incorporated in Para 101 Law Office Management, Spring 18 as well as in Para 297.
Follow Up	Reassess in Fall 18
Resources Needed	No additional resources.



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Course: Para 297

SLO assessed	Students will demonstrate an understanding of the ethical standards for billing in a California law office.
Method of assessment	A semester long assignment, requiring current billing in an acceptable format, culminating in a final "bill" based on the semester long project.
Results	83% of the course completers demonstrated a proficient score.
Action taken	The project is being incorporated into Para 121 as an ongoing discussion and final project.
Follow Up	To be taken in Spring 2018, reassessment of the project in both Para 297 and Para 121. Will add RAR request in next funding cycle for legal time and billing software. The curriculum for Para 101 and 121 both include time and billing. The software will provide a more industry based experience.
Resources Needed	Funding for legal timekeeping and billing software for both Para 121 and Para 297. Will apply for CETEA funding in the next funding cycle.



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SLO assessed	Students will independently gather information that is available via the internet, including employment opportunities and requirements.
Method of assessment	Various assignments require the student to gather information not provided in class or the class materials.
Results	100% of the course completers met or exceeded the goal.
Action taken	Continue to require independent gathering of information. A module created by the SAC librarians on using online resources will be added to the Para 101 class in Spring 18.
Follow Up	Reassess Fall 18.
Resources Needed	No additional resources.



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SLO assessed	Student will demonstrate the ability to follow instructions and submit documentation in accordance with instructions.
Method of assessment	Each assignment is assessed and students are grading on the outcome.
Results	83% of the course completers met or exceeded the goal.
Action taken	The rubric will continue to assess student ability to follow instructions. The rubric will be used to provide feedback to students. The instructor will send personal feedback to students who have difficulty following the instructions.
Follow Up	Reassess in Fall 18
Resources Needed	No additional resources.



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Method of assessment	A semester long assignment, requiring current billing in an acceptable format, culminating in a final "bill" based on the semester long project.
Results	83% of the course completers demonstrated a proficient score.
Action taken	The project is being incorporated into Para 121 as an ongoing discussion and final project.
Follow Up	To be taken in Spring 2018, reassessment of the project in both Para 297 and Para 121. Will add RAR request in next funding cycle for legal time and billing software. The curriculum for Para 101 and 121 both include time and billing. The software will provide a more industry based experience.
Resources Needed	Funding for legal timekeeping and billing software for both Para 121 and Para 297. Will apply for CETEA funding in the next funding cycle.